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ABSTRACT

A selected summary is provided of the Iowa state legislation relating to area schools and standards for area community colleges and vocational schools. Part I contains the specific chapters (280A and 286A) of the Code of Iowa that pertain to area vocational schools and community colleges. Chapter 280A deals with the division of the school and county system; the methods for merging county schools systems; the process of formulation, investigation, submission, and approval of plans for merging school areas; the role of state boards, governing boards, and directors of merged areas; the election of boards of directors of merged areas; the status of merged areas; budgeting, funding, and acquisition of property by merged areas; the authority of area directors; powers of the state board; the prohibition on certain uses of funds; and the uses of an additional tax-cash reserve fund. Chapter 286A covers general aid to schools, resource allocation, and a uniform accounting system. Part II contains standards for area community colleges and vocational schools as set forth in Chapter 670 of the Iowa Administrative Code, as well as recommended guidelines covering administration, faculty, curriculum and evaluation, libraries, student services, facilities, physical plant, building and site approval, regional accreditation, and methods of disbursing funds. Appendices include state policies, by-laws, and rules and agreements relevant to area schools. (HB)

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A Summary Containing:

- **Specific School Laws Relating to Area Schools**
- **Standards for Area Community Colleges and Area Vocational Schools**

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Prepared by Area Schools Division
Iowa Department of Public Instruction

1982

STATE OF IOWA • DEPARTMENT OF PUBLIC INSTRUCTION
GRIMES STATE OFFICE BUILDING • DES MOINES, IOWA 50319

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DATE: March 1, 1982

TO: Individuals Receiving Copies of the Publication, Selected School Laws and Standards (1982)

FROM: Area Schools Division

SUBJECT: Revision of Selected School Laws and Standards (1981)

The publication, Selected School Laws and Standards (1982) includes chapters 280A and 286A, Code of Iowa, the administrative rules for area schools, the recommended guidelines to accompany the administrative rules for area schools, and Appendices providing information on additional information that relates to area schools.

Sincerely,

AREA SCHOOLS DIVISION

SELECTED
SCHOOL LAWS
AND
STANDARDS

A SUMMARY CONTAINING

*SPECIFIC SCHOOL LAWS RELATING TO AREA SCHOOLS.

*STANDARDS FOR AREA COMMUNITY COLLEGES AND AREA VOCATIONAL SCHOOLS.

PREPARED BY

AREA SCHOOLS DIVISION

DEPARTMENT OF PUBLIC INSTRUCTION

STATE OF IOWA

1982

State of Iowa
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PREFACE

The purpose of this publication is to provide a selected summary of: (1) school laws relating to area schools; and (2) standards for area community colleges and area vocational schools.

Part I contains the specific Chapters (280A and 286A, Code of Iowa) which pertain to the area schools. This information is taken from School Laws of Iowa, 1982, prepared by Mr. Larry Bartlett, Administrative Consultant for Administrative Support Staff, Department of Public Instruction.

Part II contains standards for area community colleges and area vocational schools as set forth in Chapter 670, 5.2 through 5.12 of the Iowa Administrative Code and recommended guidelines for these standards (energy rules).

Part III, the appendix, identifies related chapters of the Code of Iowa which are referred to in Chapters 280A and 286A, the grading symbols used by area schools, the Uniform Residency Policy of Area Schools, the Merged Area School Articulation Agreement, Administrative Rules for the Industrial Start-up Training Program, College Level Examination Program Acceptance Agreement (CLEP), Student Record Retention Policies, Student Admissions Ethics Statement, Iowa Community College/Regents Articulation Agreement, and the bylaws of the State Executive Committee for Area School Athletics.

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CHAPTER 280A

AREA VOCATIONAL SCHOOLS AND COMMUNITY COLLEGES

280A.1 Statement of policy.
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280A.40 Area vocational school attendance center.
280A.41 Appropriation to Area I.
NEW SECTION Additional tax-cash reserve fund.

Editor's Note: Following some sections in this chapter are brief notes describing relevant court decisions, Attorney General opinions and D.P.I. decisions. The notes must not be taken as statements of the law. They are to be used only as a reference tool for locating decisions and opinions. Not all decisions and opinions were included under any one section. For full copies of specific decisions and opinions at no cost, contact the Editor's Office in the Department of Public Instruction.

280A.1 STATEMENT OF POLICY. It is hereby declared to be the policy of the state of Iowa and the purpose of this chapter to provide for the establishment of not more than seventeen areas which shall include all of the area of the state and which may operate either area vocational schools or area community colleges offering to the greatest extent possible, educational opportunities and services in each of the following, when applicable, but not necessarily limited to:

1. The first two years of college work including preprofessional education.
2. Vocational and technical training.
3. Programs for in-service training and retraining of workers.
4. Programs for high school completion for students of post-high school age.
5. Programs for all students of high school age who may best serve themselves by enrolling for vocational and technical training while also enrolled in a local high school, public or private.
6. Student personnel services.
7. Community services.
8. Vocational education for persons who have academic, socio-economic, or other handicaps which prevent succeeding in regular vocational education programs.
9. Training, retraining, and all necessary preparation for productive employment of all citizens.
10. Vocational and technical training for persons who are not enrolled in a high school and who have not completed high school.

SELECTED NOTES: 280A.1

The act governing area vocational schools and community colleges deals with one general subject and does not violate the constitutional requirement that every act embrace but one subject. Stanley v. S.W. Comm. Coll. Merged Area (Merged Area XIV), 1971, 184 N.W.2d 29.

There are not statutory prohibitions against a community college board de-emphasizing a liberal arts program at its campus by discontinuing the presence of a resident liberal arts faculty and shuttling such instructors to the school from another campus in the area. 1974 O.A.G. 202

An employee of an area community college, who is otherwise qualified, is not prohibited from serving on the area education agency board. 1974 O.A.G. 727.

Area community schools may use funds for newspaper and radio advertising as a means of informing interested persons as to what is available at such schools. 1968 O.A.G. 935.

280A.2 DEFINITIONS. When used in this chapter, unless the context otherwise requires:

1. "Vocational school" means a publicly supported school which offers as its curriculum or part of its curriculum vocational or technical education, training, or retraining available to persons who have completed or left high school and are preparing to enter the labor market; persons who are attending high school who will benefit from such education or training but who do not have the necessary facilities available in the local high schools; persons who have entered the labor market but are in need of upgrading or learning skills; and persons who due to academic, socio-economic, or other handicaps are prevented from succeeding in regular vocational or technical education programs.
2. "Junior college" means a publicly supported school which offers as its curriculum

or part of its curriculum two years of liberal arts, preprofessional, or other instruction partially fulfilling the requirements for a baccalaureate degree but which does not confer any baccalaureate degree.

3. "Community college" means a publicly supported school which offers two years of liberal arts, preprofessional, or other instruction partially fulfilling the requirements for a baccalaureate degree but which does not confer any baccalaureate degree and which offers in whole or in part the curriculum of a vocational school.

4. "Merged area" means an area where two or more county school systems or parts thereof merge resources to establish and operate a vocational school or a community college in the manner provided in this chapter.

5. "Area vocational school" means a vocational school established and operated by a merged area.

6. "Area community college" means a community college established and operated by a merged area.

7. "State board" means the state board of public instruction.

8. "State superintendent" means the state superintendent of public instruction.

9. "Planning board" means any county board of education which is a party to a plan for establishment of an area vocational school or area community college.

10. "Area school" means an area vocational school or area community college established under the provisions of this chapter.

280A.3 COMBINATION OF SCHOOL SYSTEMS. Boards of education of two or more counties are hereby authorized to plan for the merger of county school systems, or parts thereof, for the purpose of providing an area vocational school or area community college. Such plans shall be effectuated only upon approval by the state board and by subsequent concurrent action of the county boards of education at special meetings, called for that purpose, or at the regular July meetings of the county boards. No area which has less than four thousand public and private pupils in grades nine through twelve shall be approved by the state board as a merged area.

280A.4 DIVISION OF COUNTY SYSTEMS. Upon recommendation of the county board of education and approval by the state board in an area plan, a county school system may be divided to permit parts of the system to merge with one or more merged areas in establishing an area vocational school or area community college. When division is permitted, the county school system shall be divided along local school district boundaries. No local school district shall be a part of more than one merged area. The county board of education shall be the planning board for any portion of the county school system which is to become a part of a merged area.

280A.5 SUBMISSION OF PLAN TO STATE BOARD. Plans formulated for a merged area when submitted to the state board shall include the following:

1. A description of the geographic limits of the proposed area.

2. Total population, population trends, population density, and projected population density of the area.

3. Total school enrollments in grades one through eight within the area.

4. Total school enrollments in grades nine through twelve within the area.

5. Projections of school enrollments within the area.

6. A description of the types of educational offerings and capacities of educational facilities beyond high school existing within the area, or within fifty miles of the center of the area, at the time of submission of plans.

7. Identification of educational programs needed within the area.

8. An evaluation of local interest in and attitude toward establishment of the proposed area vocational school or area community college.

9. An evaluation of the ability of the area to contribute to the financial support of the establishment and operation of the proposed area vocational school or area community college.

10. Estimated number of students within the area who are eligible to attend the proposed area vocational school or area community college.

11. The curriculum intended to be offered in the proposed area vocational school or area community college and assurances that adequate and qualified personnel will be provided to carry on the proposed curriculum and any necessary related services.

12. The location or locations where the proposed area vocational school or area community college is to be constructed or established if such location or locations have been agreed upon. The site or sites of any proposed area vocational school or area community college shall be of sufficient size to provide for adequate future expansion.

13. The boundaries of director districts if such districts have been agreed upon. Director districts shall be of approximately equal population.

14. When it is intended that one or more existing vocational schools, community colleges, or public junior colleges are to become an integrated part of an area vocational school or area community college, specific information regarding arrangements agreed upon for compensating the local school district or districts which operate or operated any existing school or college.

15. Such additional information as the state board may by administrative rule require.

280A.6 FORMULATING PLANS--COST. County boards of education may expend public funds for the purpose of formulating plans for a merged area and may arrive at an equitable distribution of cost, subject to approval of the state board, to be paid by each participating board.

280A.7 INVESTIGATION OF PLAN. Upon receipt of any plan submitted, the state board shall cause the plan to be examined, conduct further investigation of and hearings on the plan if deemed necessary, and evaluate the plan in relation to all vocational schools, community colleges, and junior colleges existing, proposed, or needed throughout the state. The state board may approve or disapprove the plan or may return the plan to the planning boards for modification and resubmission.

280A.8 APPROVAL OF PLAN. When a plan is approved, the state board shall issue an order of the approval, a copy of which shall be sent to each of the respective planning boards. The order shall:

1. Officially designate and classify the area school to be established as an area vocational school or area community college.

2. Describe all territory included in the

county school systems which is to be a part of the approved area.

3. Officially designate the location or locations of the area vocational school or area community college. If the plan did not specify a location, the state board shall so determine.

4. Officially designate the boundaries of director districts. If the plan did not specify such boundaries, the state board shall so determine.

280A.9 DISAPPROVAL OF PLAN. When a plan is disapproved, a statement of the reasons for such disapproval shall be forwarded to each of the planning boards. Within fifteen calendar days from the date of receiving such statement, the planning boards or their authorized representative may request a hearing by the state board on the disapproved plan. The state board shall grant the hearing within thirty calendar days after receipt of the request. Upon receiving all evidence and arguments presented by the planning boards or their representative, the state board may reaffirm or reconsider its previous action with respect to the disapproved plan or may request the planning boards to modify and resubmit the plan.

SELECTED NOTES: 280A.9

Failure to comply with statutory provision that director districts in community college merged area be of approximately equal population was cured by statute providing that all proceedings prior to certain date purporting to provide for establishment organization and formation of merged school areas were legalized, validated and confirmed. Stanley v. S.W. Comm. Coll. Merged Area, 184 N.W 2d 29, 1971.

The statutory requirement that director districts be of approximately equal population means that very little population variance is allowed between director districts. 1966 O.A.G. 303.

280A.10 PROCEDURE AFTER APPROVAL. When a plan proposing formation of a merged area is approved by the state board, each county board of education which is a planning board with respect to the approved plan shall:

1. Within thirty calendar days after approval of the plan by the state board, order published, in all official newspapers of the county, notice of intent to form the proposed merged area. The state board shall prescribe by administrative rule the form and content of such published notices.

2. Within seventy calendar days after approval of the plan by the state board hold a meeting to accept or reject the merger plan. In the event no decision has been made by a county board of education within seventy days, the county board shall be deemed to have approved the merger plan. The secretaries of the respective boards shall immediately notify the state board of the action taken at the meetings.

280A.11 PROCEDURE OF STATE BOARD. Upon receiving notice that all planning boards have given final approval to the proposal to form a merged area, the state board shall:

1. Officially designate all territory included in the plan approved by the county school systems as a merged area.

2. Direct the county commissioner of elections of the county in which the physical plant facilities of the area vocational school or area community college are to be located to call and conduct a special election to choose the members of the initial governing board of the merged area. If physical plant facilities are to be located in more than one county, the county commissioner of elections of the county in which the school or college administrative offices are to be located shall be responsible for calling and conducting the special election.

280A.12 GOVERNING BOARD. The governing board of a merged area shall be a board of directors composed of one member elected from each director district in the area by the electors of the respective district. Members of the board shall be residents of the district from which elected. Successors shall be chosen at the annual school elections for members whose terms expire on the first Monday in October following such elections. Terms of members of the board of directors shall be three years. Vacancies on the board which occur more than ninety days prior to the next regular school election may be filled at the next regular meeting of the board by appointment by the remaining members of the board. A member so chosen shall be a resident of the district in which the vacancy occurred and shall serve until a member shall be elected pursuant to section 69.12 to fill the vacancy for the balance of the unexpired term. A vacancy shall be defined as in section 277.29. No member shall serve on the board of directors who is a member of a board of directors of a local school district or a member of an area education agency board.

Commencing with the regular school election in 1981, the governing board of a merged area shall consist of not less than five nor more than nine members.

SELECTED NOTES: 280A.12

The appropriation of county health funds for sheltered workshop operated by area comm coll does not of itself give rise to claim of conflict of interest on the part of a college teacher who is elected to the board of supervisors. 1972 O.A.G. 129.

280A.13 DIRECTORS OF MERGED AREA. In each merged area, the initial board of directors elected at the special election shall organize within fifteen days following the election and may thereafter proceed with the establishment of the designated area vocational school or area community college. The board of directors shall thereafter organize on the first Monday in October of each year. Organization of the board shall be effected by the election of a president and such other officers from the board membership as board members so determine. The board of directors shall appoint a secretary and a treasurer who shall each give bond as prescribed in section 291.2 and who shall each receive such salary as shall be determined by the board. The secretary and treasurer shall perform such duties as are prescribed in chapter 291 and such additional duties as the board of directors may deem necessary. The frequency of meetings other than organizational meetings shall be as determined by the board of directors but the president or a majority of the members may call a special meeting at any time.

SELECTED NOTES: 280A.13

A teacher or local school superintendent may serve on the governing board of an area vocational school or community college since such offices are not incompatible. 1966 O.A.G. 304.

280A.14 EXPENSES PRORATED. All expenses incurred in electing the initial board of a merged area shall be prorated among the several county school systems included in the area, in

the proportion that the value of taxable property in each county school system, or any portion thereof which is part of the merged area, bears to the total value of taxable property in the area. The county commissioner of elections responsible for conducting the election shall certify to each county board of education the amount which each board owes.

280A.15 CONDUCT OF ELECTIONS.

1. Regular elections held annually by the merged area for the election of members of the board of directors as required by section 280A.12, for the renewal of the twenty and one-fourth cents per thousand dollars of assessed valuation levy authorized in section 280A.22, or for any other matter authorized by law and designated for election by the board of directors of the merged area, shall be held on the date of the school election as fixed by section 277.1. The election notice shall be made a part of the local school election notice published as provided in section 49.53 in each local school district where voting is to occur in the merged area election and the election shall be conducted by the county commissioner of elections pursuant to chapters 39 to 53 and section 277.20.

2. Each candidate for member of the board of directors of a merged area shall be nominated by a petition signed by not less than fifty eligible electors of the director district from which the member is to be elected. The petition shall state the number of the director district from which the candidate seeks election, and the candidate's name and status as an eligible elector of the director district. Signers of the petition, in addition to signing their names, shall show their residence, including street and number if any, the school district in which they reside, and the date they signed the petition. Each nomination paper shall have appended to it an affidavit of an eligible elector other than the candidate in substantially the form provided in section 43.17, except as to party affiliation. The petition shall include the affidavit of the candidate being nominated, stating the candidate's name and residence, and that he or she is a candidate, is eligible for the office sought, and if elected will qualify for the office.

3. Nomination papers in behalf of candidates for member of the board of directors of a merged area shall be filed with the secretary of the board not earlier than sixty-five days nor later than five o'clock p.m. on the fortieth day prior to the election at which members of the board are to be elected. The secretary shall deliver all nomination petitions so filed, together with the text of any public measure being submitted by the board of directors to the electorate, to the county commissioner of elections who is responsible under section 47.2 for conducting elections held for the merged area, not later than five o'clock p.m. on the day following the last day on which nomination petitions can be filed. That commissioner shall certify the names of candidates, and the text and summary of any public measure being submitted to the electorate, to all county commissioners of elections in the merged area by the thirty-fifth day prior to the election.

4. The votes cast in the election shall be canvassed and abstracts of the votes cast shall be certified as required by section 277.20. In each county whose commissioner of elections is responsible under section 47.2 for conducting elections held for a merged area, the county board of supervisors shall convene at ten o'clock a.m. on the last Monday in September, canvass the abstracts of votes cast and declare the results of the voting. The commissioner shall at once issue certificates of election to each person declared elected, and shall certify to the merged area board in substantially the manner prescribed by section 50.27 the result of the voting on any public question submitted to the voters of the merged area. Members elected to the board of directors of a merged area shall qualify by taking the oath of office prescribed in section 277.28.

280A.16 STATUS OF MERGED AREA. A merged area formed under the provisions of this chapter shall be a body politic as a school corporation for the purpose of exercising powers granted under this chapter, and as such may sue and be sued, hold property, and exercise all the powers granted by law and such other powers as are incident to public corporations of like character and are not inconsistent with the laws of the state.

SELECTED NOTES: 280A.16

Area school is a body politic and not an agency of the state. Stanley v. S.W. Comm. Coll. Merged Area, 184 N.W.2d 29 (1971).

A community college merged area is deemed to be a school corporation and can contract corporate indebtedness up to the constitutional limit without reference to any other corporation within its area. Stanley v. S.W. Comm. Coll. Merged Area, 184 N.W.2d 29 (1971).

"Municipal corporations owe their origin to, and derive their rights and powers wholly from, the legislature." As it creates so may it destory. If it may destory, it may abridge and control ... we know of no limitations on this right so far as the corporations themselves are concerned. They are, so to phrase it, mere tenants at will of the legislature. City of D.M. v. Tele. Co., 181 Ia. 1282, 162 N.W. 323 (1917).

A merged area having the status of a body politic may enter into an agreement pursuant to authority given under Section 280A.23(5) which may acquire the status of an interstate compact under Section 28E.9. 1970 O.A.G. 15.

It is mandatory for area school employees to be covered by IPERS because a merged area college is an employer within the meaning of Section 978.41(3), The Code 1966. 1968 O.A.G. 844.

Legalizing Act of 1967 found in Section 594A.6 is applicable to merged areas established under this Chapter. 1968 O.A.G. 912.

Area vocational schools and community colleges are governed by the provisions in the Local Budget Law. 1966 O.A.G. 319.

280A.17 PREPARATION OF BUDGET. The board of directors of each merged area shall prepare an annual budget designating the proposed expenditures for operation of the area vocational school or area community college. The board shall further designate the amounts which are to be raised by local taxation and the amounts which are to be raised by other sources of revenue for such operation. The budget of each merged area shall be submitted to the state board no later than May 1 preceding the next fiscal year for approval. The state board shall review the proposed budget and shall, prior to June 1, either grant its approval or return the budget without approval with the comments of the state board attached thereto. Any unapproved budget shall be resubmitted to the state board for final approval. Upon approval of the budget by the state board, the board of directors shall certify the amount to the respective county

auditors and the boards of supervisors annually shall levy a tax of twenty and one-fourth cents per thousand dollars of assessed value on taxable property in a merged area for the operation of an area vocational school or area community college. Taxes collected pursuant to such levy shall be paid by the respective county treasurers to the treasurer of the merged area in the same manner that other school taxes are paid to local school districts.

It is the policy of this state that the property tax for the operation of area schools shall not in any event exceed twenty and one-fourth cents per thousand dollars of assessed value, and that the present and future costs of such operation in excess of the funds raised by such levy shall be the responsibility of the state and shall not be paid from property tax.

SELECTED NOTES: 280A.17

Debt service expense is not to be included as part of the cost of operation of merged area schools. Stanley v. S.W. Comm. Coll. Merged Area, 184 N.W.2d 29, (1971).

All area vocational schools and community colleges organized under this chapter are governed by the local Budget Act of 1966. 1968 O.A.G. 32.

State board of public instruction has the authority to disapprove merged area budgets that do not contain the best bona fide enrollment estimates of the boards of directors of merged area school districts. 1968 O.A.G. 601.

First three quarterly payments of state aid to merged area schools is based on prior estimates of enrollment for that year. Final quarterly payment is based on actual enrollment adjusted according to over payments or under payments. 1968 O.A.G. 604.

Area community school boards of directors must include in their annual budget the estimated proposed expenditure for advertising unless the funds to be used are derived from and expended in accordance with the terms of a donation or gift. 1968 O.A.G. 935.

280A.18 OTHER FUNDS RECEIVED. In addition to revenue derived by tax levy, a board of directors of a merged area shall be authorized to receive and expend:

1. Federal funds made available and administered by the state board, for such purposes as may be provided by federal laws, rules, and regulations.
2. Other federal funds for such purposes as may be provided by federal law, subject to the approval of the state board.
3. Tuition in accordance with section 280A.23, subsection 2.
4. State aid to be paid in accordance with the statutes which provide such aid.
5. State funds for sites and facilities made available and administered by the state board.
6. Donations and gifts which may be accepted by the governing board and expended in accordance with the terms of the gift without compliance with the local budget law.
7. Student fees collected from students for activities, laboratory breakage, instructional materials, and other objects and purposes for which student fees other than tuition are customarily charged by colleges and universities, as provided in a schedule of fees adopted by the area board of directors. The expenditure of funds collected from students for activities shall be determined by the student government unit with administrative and board approval. Any increases in student fees for activities shall be determined by the student government unit with administrative and board approval.

SELECTED NOTES: 280A.18

Area schools are not limited to the schoolhouse fund and the general, but additional funds reflecting the moneys received and expended under the authority of this section may be established. 1968 O.A.G. 462.

Area community school boards of directors must include in their annual budget the estimated proposed expenditure for advertising unless the funds to be used are derived from and expended in accordance with the terms of a donation or gift. 1968 O.A.G. 935.

No students tuition at a merged area school may be subsidized from the rent of part of the school site. 1968 O.A.G. 1018.

280A.19 ACQUISITION OF SITES AND BUILDINGS. Boards of directors of merged areas may acquire sites and erect and equip buildings for use by area vocational schools or area community colleges and may contract indebtedness and issue bonds to raise funds for such purposes.

SELECTED NOTES: 280A.19

Area schools have authority to levy a tax for the retirement of bonds in addition to the tax authorized under Section 280A.22. 1970 O.A.G. 380.

280A.20 PAYMENT OF BONDS. Taxes for the payment of bonds issued under section 280A.19 shall be levied in accordance with chapter 76. The bonds shall be payable from a fund created from the proceeds of such taxes in not more than twenty years and bear interest at a rate not exceeding seven percent per annum, and shall be of such form as the board issuing the bonds shall by resolution provide. Any indebtedness incurred shall not be considered an indebtedness incurred for general and ordinary purposes.

SELECTED NOTES: 280A.20

The law does not prohibit contribution of funds to assist a merged area community college in defraying the expenses of litigation incident to the sale of bonds by the college. 1972 O.A.G. 368.

Area schools have authority to levy a tax for the retirement bonds in addition to the tax authorized under Section 280A.22. 1970 O.A.G. 380.

280A.21 ELECTION TO INCUR INDEBTEDNESS. No indebtedness shall be incurred under section 280A.19 until authorized by an election. A proposition to incur indebtedness and issue bonds for area vocational school or area community college purposes shall be deemed carried in a merged area if approved by a sixty percent majority of all voters voting on the proposition in the area.

SELECTED NOTES: 280A.21

Area school boards may incur indebtedness and issue bonds if such board action is approved at an election held as provided under this section. 1970 O.A.G. 380.

280A.22 ADDITIONAL TAX. In addition to the tax authorized under section 280A.17, the voters in any merged area may at the annual school election vote a tax not exceeding twenty and one-fourth cents per thousand dollars of assessed value in any one year for a period not to exceed ten years for the purchase of grounds, construction of buildings, payment of debts contracted for the construction of buildings, purchase of buildings and equipment for buildings, and the acquisition of libraries, and for the purpose of maintaining, remodeling,

improving, or expanding the area vocational school or area community college of the merged area which tax shall be collected by the county treasurers and remitted to the treasurer of the merged area as other taxes are collected and remitted, and the proceeds of said tax shall be deposited in a separate and distinct fund to be known as the voted tax fund, to be paid out upon warrants drawn by the president and secretary of the board of directors of the merged area district for the payment of costs incurred in providing the school facilities for which the tax was voted.

In order to make immediately available to the merged area the proceeds of the voted tax hereinbefore authorized to be levied, the board of directors of any such merged area is hereby authorized, without the necessity for any further election, to borrow money and enter into loan agreements in anticipation of the collection of such tax, and such board shall, by resolution, provide for the levy of an annual tax, within the limits of the special voted tax hereinbefore authorized, sufficient to pay the amount of any such loan and the interest thereon to maturity as the same becomes due. A certified copy of this resolution shall be filed with the county auditors of the counties in which such merged area is located, and the filing thereof shall make it a duty of such auditors to enter annually this levy for collection until funds are realized to repay the loan and interest thereon in full. Said loan must mature within the number of years for which the tax has been voted and shall bear interest at a rate or rates not exceeding that permitted by chapter 74A. Any loan agreement entered into pursuant to authority herein contained shall be in such form as the board of directors shall by resolution provide and the loan shall be payable as to both principal and interest from the proceeds of the annual levy of the voted tax hereinbefore authorized, or so much thereof as will be sufficient to pay the loan and interest thereon. In furtherance of the foregoing the board of directors of such merged area may, with or without notice, negotiate and enter into a loan agreement or agreements with any bank, investment banker, trust company, insurance company or group thereof, whereunder the borrowing of the necessary funds may be assured and consummated. The proceeds of such loan shall be deposited in a special fund, to be kept separate and apart from all other funds of the merged area, and shall be paid out upon warrants drawn by the president and secretary of the board of directors to pay the cost of acquiring the school facilities for which the tax was voted.

Nothing herein contained shall be construed to limit the authority of the board of directors to levy the full amount of the voted tax, but if and to whatever extent said tax is levied in any year in excess of the amount of principal and interest falling due in such year under any loan agreement, the first available proceeds thereof, to an amount sufficient to meet maturing installments of principal and interest under the loan agreement, shall be paid into the sinking fund for such loan before any of such taxes are otherwise made available to the merged area for other school purposes, and the amount required to be annually set aside to pay the principal of and interest on the money borrowed under such loan agreement shall constitute a first charge upon all of the proceeds of such annual special voted tax, which tax shall be pledged to pay said loan and the interest thereon.

This law shall be construed as supplemental and in addition to existing statutory authority and as providing an independent method of financing the cost of acquiring school facilities for which a tax has been voted under this section and for the borrowing of money and, execution of loan agreements in connection therewith and shall not be construed as subject to the provisions of any other law. The fact that a merged area may have previously borrowed money and entered into loan agreements under authority herein contained shall not prevent such merged area from borrowing additional money and entering into further loan agreements provided that the aggregate of the amount payable under all of such loan agreements does not exceed the proceeds of the voted tax. All acts and proceedings heretofore taken by the board of directors or by any official of any merged area for the exercise of any of the powers granted by this section are hereby legalized and validated in all respects.

SELECTED NOTES: 280A.22

Area schools may borrow money for purpose for which a tax has been voted and may pledge such tax to pay the loan and the interest thereon. 1974 O.A.G. 243.

Area school boards may not exceed the annual levy in their budgets for the purposes specified in this section. 1970 O.A.G. 380

280A.23 AUTHORITY OF AREA DIRECTORS. The board of directors of each area vocational school or area community college shall:

1. Determine the curriculum to be offered in such school or college subject to approval of the state board. If an existing private educational or vocational institution within the merged area has facilities and curriculum of adequate size and quality which would duplicate the functions of the area school, the board of directors shall discuss with the institution the possibility of entering into contracts to have the existing institution offer facilities and curriculum to students of the merged area. The board of directors shall consider any proposals submitted by the private institution for providing such facilities and curriculum. The board of directors may enter into such contracts. In approving curriculum, the state board shall ascertain that all courses and programs submitted for approval are needed and that the curriculum being offered by an area school does not duplicate programs provided by existing public or private facilities in the area. In determining whether duplication would actually exist, the state board shall consider the needs of the area and consider whether the proposed programs are competitive as to size, quality, tuition, purposes, and area coverage with existing public and private educational or vocational institutions within the merged area.

2. Have authority to determine tuition rates for instruction. Tuition for residents of Iowa shall not exceed the lowest tuition rate per semester, or the equivalent, charged by an institution of higher education under the state board of regents for a full-time resident student. However, if a local school district pays tuition for a resident pupil of high school age, the limitation on tuition for residents of Iowa shall not apply, the amount of tuition shall be determined by the board of directors of the area school with the consent of the local school board, and the pupil shall not be included in the full-time equivalent enrollment of the area school for the purpose of computing general aid to the area school. Tuition for nonresidents of Iowa shall be not less than one hundred fifty percent and not more than two hundred percent of the tuition established for

residents of Iowa. Tuition for resident or nonresident students may be set at a higher figure with the approval of the state board. A lower tuition for nonresidents may be permitted under a reciprocal tuition agreement between a merged area and an educational institution in another state, if the agreement is approved by the state board.

3. Have the powers and duties with respect to such schools and colleges, not otherwise provided in this chapter, which are prescribed for boards of directors of local school districts by chapter 279 except that the board of directors is not required to prohibit the use of tobacco and the use or possession of alcoholic liquor or beer by any student under the provisions of section 279.9.

4. Have the power to enter into contracts and take other necessary action to insure a sufficient curriculum and efficient operation and management of the school or college and maintain and protect the physical plant, equipment, and other property of the school or college.

5. Establish policy and make rules, not inconsistent with law and administrative rules, regulations, and policies of the state board, for its own government and that of the administrative, teaching, and other personnel, and the students of the school or college, and aid in the enforcement of such laws, rules, and regulations.

6. Have authority to sell a student-constructed building and the property on which the student-constructed building is located or any article resulting from any vocational program or course offered at an area vocational school or area community college by any procedure which may be adopted by the board. Governmental agencies and governmental subdivisions of the state within the merged areas shall be given preference in the purchase of such articles. All revenue received from the sale of any article shall be credited to the funds of the board of the merged area.

7. With the consent of the inventor, and in the discretion of the board, secure letters patent or copyright on inventions of students, instructors, and officials of any vocational school or community college of the merged area, or take assignment of such letters patent or copyright and make all necessary expenditures in regard thereto. Letters patent or copyright on inventions when so secured shall be the property of the board of the merged area and the royalties and earnings thereon shall be credited to the funds of the board.

8. Set the salary of the area superintendent. In setting the salary, the board shall consider the salaries of administrators of educational institutions in the merged area and the enrollment of the area school.

9. At the request of an employee through contractual agreement the board may arrange for the purchase of group or individual annuity contracts for any of its respective employees from any company the employee may choose that is authorized to do business in this state and through an Iowa-licensed insurance agent that the employee may select, for retirement or other purposes and may make payroll deductions in accordance with such arrangements for the purpose of paying the entire premium due and to become due under such contract. The deductions shall be made in the manner which will qualify the annuity premiums for the benefits afforded under section 403b of the Internal Revenue Code of 1954 and amendments* thereto. The employee's rights under such annuity contract shall be nonforfeitable except for the failure to pay premiums. Whenever an existing tax-sheltered annuity contract is to be replaced by a new contract the agent or representative of the company shall submit a letter of intent to the company being replaced, to the insurance commissioner of the state of Iowa, and to his own company at least thirty days prior to any action by registered mail. This letter of intent shall contain the policy number and description of the contract being replaced and a description of the replacement contract.

10. Make necessary rules to provide for the policing, control, and regulation of traffic and parking of vehicles and bicycles on the property of the area school. The rules may provide for the use of institutional roads, driveways, and grounds; registration of vehicles and bicycles; the designation of parking areas; the erection and maintenance of signs designating prohibitions or restrictions; the installation and maintenance of parking control devices except parking meters; and assessment, enforcement, and collection of reasonable penalties for the violation of the rules.

Rules made under this subsection may be enforced under procedures adopted by the board of directors. Penalties may be imposed upon students, faculty, and staff for violation of the rules, including, but not limited to, a reasonable monetary penalty which may be deducted from student deposits and faculty or staff salaries or other funds in possession of the area school or added to student tuition bills. The rules made under this subsection may also be enforced by the impoundment of vehicles and bicycles parked in violation of the rules, and a reasonable fee may be charged for the cost of impoundment and storage prior to the release of the vehicle or bicycle to the owner. Each area school shall establish procedures for the determination of controversies in connection with the imposition of penalties. The procedures shall require giving notice of the violation and the penalty prescribed and providing the opportunity for an administrative hearing.

SELECTED NOTES: 280A.23

1. Generally
2. Staff and employment
3. Contracts and agreements

1. Generally

This section incorporates the provisions of Chapter 279 of the Code in defining the authority of the board of directors of the area schools. Hibbs v. Bd. of Ed., 392 F. Supp. 1202 (1975).

Delegation of authority to area boards to legislate on local matters was not an unconstitutional delegation of authority. Stanley v. S.W. Comm. Coll. Merged Area, 184 N.W.2d 29 (1971).

A community college board may de-emphasize a liberal arts program at its campuses by discontinuing the presence of a resident liberal arts faculty and shuttling such instructors to the school from another campus in the area. 1974 O.A.G. 202.

Merged area schools may not use funds derived from leasing a portion of the school sites to establish a scholarship for any student. 1968 O.A.G. 1018.

The duties of directors of an area vocational school or community college do not conflict with the duties imposed on a local school superintendent or school teachers. 1966 O.A.G. 304.

2. Staff and employment

Where community college teacher was discharged during a staff reduction, there was no proof that his discharge was based on his exercise of First Amendment rights both in and out of the classroom Hibbs v. Bd. of Ed., 392 F. Supp. 1202 (1975).

Community College employees who are paid with Federal funds of the Area Agency on the Aging are subject to political activity restrictions of the Hatch Act. Dent to Peterson, 1976 O.A.G. 587.

Professional Teaching Practices Commission lacks jurisdiction to act upon complaints against the superintendent of an area school. 1976 O.A.G. 126.

The provisions of Chapter 279 of the Code relating to employment of teachers and superintendents and termination of their contracts applies to merged area community colleges. 1968 O.A.G. 899.

3. Contracts and agreements

Area school and County Fair Association are authorized to enter into a joining agreement whereby the school will transfer ten acres of land for a fairground on which buildings to be used by both parties will be erected by the Fair Association. Use of such buildings for intercollegiate activities is not prohibited by law where operation and maintenance is not paid from Chapter 280A funds. 1976 O.A.G. 107.

An area vocational school may contract with private educational institutions within the merged area for the offering of arts and sciences courses. 1974 O.A.G. 451.

A school district may contract for the area school to provide a vocational education program for the high school students, but the school district would not be entitled to reimbursement for the students tuitioned to the area school. 1972 O.A.G. 692.

Merged area having the status of a body politic may enter into an agreement for an interstate student exchange program pursuant to authority given under this section. 1970 O.A.G. 15.

State board of public instruction must review any agreement for the exchange of students between area schools and the schools of another state. 1970 O.A.G. 15.

280A.24 AREA COMMUNITY COLLEGE. The board of directors of a merged area initially organized for the establishment of, and which is operating, an area vocational school may with the approval of the state board expand the curriculum of the school to qualify as an area community college. The state board shall upon approval officially classify the school as an area community college.

The standard academic work load for an instructor in arts and science courses shall be fifteen credit hours per school term, and the maximum academic work load for any instructor shall be sixteen credit hours per school term, for classes taught during the normal school day. In addition thereto, any faculty member may teach a course or courses at times other than usual day-course hours, or on days other than the regular school week, involving total class instruction time equivalent to not more than a three-credit-hour course. The total work load for such instructors shall not exceed the equivalent of eighteen credit hours per school term.

280A.25 POWER OF STATE BOARD. The state board shall:

1. Have authority to designate any vocational school or community college as an "area vocational education school" within the meaning of, and for the purpose of administering, the Act of Congress designated the "Vocational Education Act of 1963". No vocational school or community college shall be so designated by the board for the expenditure of funds under section 35c, subsection "a", paragraph 5, Title 20, U.S.C., which has not been designated and classified as an area vocational school or area community college by the state board.

2. Change boundaries of director districts in any merged area when the commission fails to change boundaries as required by law.

3. Change boundaries of merged areas to take into account mergers of local school districts and changes in boundaries of local school districts, when necessary to maintain the policy of this chapter that no local school district shall be a part of more than one merged area. The state board may also make other changes in boundaries of merged areas with the approval of the board of directors of each merged area affected by the change. At any time when the boundaries of a merged area are so changed, the state board may authorize the board of directors of the merged area to levy additional taxes upon the property within the merged area, or any part thereof, and distribute the same so that all parts of the merged area are paying their share toward the support of the school or college.

4. Administer, allocate, and disburse any federal or state funds made available to pay any portion of the cost of acquiring sites for and constructing, acquiring, or remodeling facilities for area vocational schools or area community colleges, and establish priorities for the use of such funds.

5. Administer, allocate, and disburse any federal or state funds available to pay any portion of the operating costs of area vocational schools or area community colleges.

6. Approve, in such manner as it may prescribe, sites and buildings to be acquired, erected, or remodeled for use by area vocational schools or area community colleges.

7. Have authority to adopt such administrative rules as it deems necessary to carry out the provisions of this chapter.

8. Have the power to enter into contracts with local school boards within the area that have and maintain a technical or vocational high school and with private schools or colleges in the co-operative or merged areas to provide courses or programs of study in addition to or as a part of the curriculum made available in the community college or area vocational schools.

9. Make arrangements with boards of merged areas and local school districts to permit students attending high school to participate in vocational-technical programs and obtain credit for such participation for application toward the completion of a high school diploma. The granting of such credit shall be subject to the approval of the state board.

10. Prescribe a uniform system of accounting for area schools.

11. Review programs and make recommendations, and approve or disapprove requests of merged area schools to expand their programs.

SELECTED NOTES: 280A.25

The approval of the state department of public instruction is required before any construction can be begun of college buildings in a community college merged area; however, such approval need not be secured until after the bonds are voted and sold. Stanley v. S.W. Comm. Coll. Merged Area, 184 N.W.2d 29 (1971).

An area vocational school may contract with private or public institutions for the offering of arts and sciences courses. The contracts for obtaining the desired course offerings are not required to be submitted for approval by the state board of public instruction, but the curriculum does have to be submitted to the state board for approval. There is no

specific authority whereby an area vocational school may offer college transfer credits towards a baccalaureate degree. An area's present classification as an area vocational school cannot be changed except by the state board of public instruction or by legislation. 1974 O A G 451.

280A.26 FORMER COMMUNITY OR JUNIOR COLLEGES. Any local school district which operated a community or junior college for any period between September 1, 1964, and July 4, 1965, may continue to operate such college. Existing public community or junior colleges may be converted into area vocational schools or area community colleges in the manner provided in this chapter. In addition, an existing public community or junior college may be converted into an area vocational school or area community college by agreement between the board of directors of the local school district operating the community or junior college and the board of directors of the merged area. Such agreement shall be effective only if approved by the state board of public instruction. Such agreement shall provide for reasonable compensation to such local school district.

Where the board of any local school district operating a community or junior college and the board of directors of the merged areas are not in agreement on the reasonable value of any public community or junior college which is to be converted, the matters of disagreement shall be decided by three disinterested arbitrators; one selected by the local board, one by the board of the merged area, and one by the two arbitrators so selected. The decision of the arbitrators shall be made in writing and a copy of the decision shall be filed with the secretary of the board of the merged area and the secretary of the local board. Any party to the proceedings may appeal therefrom to the district court by serving notice thereof within twenty days after the decision is filed. Such appeal shall be tried in equity and a decree entered determining the entire matter. The decree so entered shall be final.

280A.27 AREA SCHOOLS BRANCH IN DEPARTMENT. There shall be an area schools branch within the state department of public instruction. The branch shall exercise the powers and perform the duties conferred by law upon the department with respect to area vocational schools and area and public community and junior colleges.

280A.28 BOUNDARIES OF DIRECTOR DISTRICTS. Boundary lines of director districts in the merged areas shall be redrawn after each census to compensate for changes in population if such population changes have taken place. A commission for the purpose of redrawing the boundary lines of the director districts of a merged area, composed of members of the boards of directors of each of the school districts located in the merged area, shall be called by the chairperson of the board of the merged area as soon as possible after census information is available. The chairperson of the board of the merged area shall preside over the commission but shall not have a vote on the commission. In votes of the commission, the vote of the board of the least populous school district in the merged area shall have a weight of one unit and the vote of the boards of each of the other school districts in the merged area shall have a weight which bears the same proportion to one unit as the population of the school district bears to the population of the least populous school district in the merged area.

Where feasible, boundary lines of director districts shall coincide with the boundary lines of school districts and the boundary lines of election precincts established pursuant to sections 49.3 to 49.6.

Director districts shall be of approximately equal population within each merged area.

280A.29 DIRECTOR DISTRICTS. Changes in the boundary lines of director districts of merged areas and area education agencies shall not lengthen or diminish the term of office of a director of an area education agency board or a merged area board. Changes in boundary lines of director districts shall be transmitted to the boards of directors of merged areas and area education agencies within ten days following action of the boundary commission. The boards shall use the revised director district boundary lines at the next following regular school election or regular director district convention.

280A.30 Repealed.

280A.31 AUXILIARY ENTERPRISES. The board of directors may expend profits from auxiliary enterprises of area schools for services and equipment which includes but is not limited to tutoring services, scholarships, grants, furniture, fixtures and equipment for noninstructional student use, and support of intramural and intercollegiate athletics.

For the purpose of this section:

1. "Auxiliary enterprises" means self-supporting services provided at the area school for which fees or charges are paid, and includes but is not limited to food services, college stores, student unions, institutionally operated vending services, recreational activities, faculty clubs, laundries, parking facilities, and intercollegiate athletics.

2. "Profits from auxiliary enterprises" means the difference between the total fees or charges collected for auxiliary enterprises and the expenditures by the area school for the auxiliary enterprises.

280A.32 REPEALED.

280A.33 JOINT ACTION WITH BOARD OF REGENTS.

1. Approval standards, except as hereinafter provided, for area and public community and junior colleges shall be initiated by the area schools branch of the department and submitted to the state board of public instruction and the state board of regents, through the state superintendent of public instruction, for joint consideration and adoption.

2. Approval standards for area vocational schools and for vocational programs and courses offered by area community colleges shall be initiated by the area schools branch and submitted to the state board of public instruction through the state superintendent of public instruction, for consideration and adoption. No such proposed approval standard shall be adopted by the state board until the standard has been submitted to the advisory committee created by chapter 258 and its recommendations thereon obtained.

3. For purposes of this section, "approval standards" shall include standards for

administration, qualifications and assignment of personnel, curriculum, facilities and sites, requirements for awarding of diplomas and other evidence of educational achievement, guidance and counseling, instruction, instructional materials, maintenance, and library.

4. Approval standards shall be subject to the provisions of chapter 17A. In addition, approval standards shall be reported by the state board to the general assembly within twenty days after the commencement of a regular legislative session. No area community college or area vocational school shall be removed from the approved list for failure to comply with the approval standards until at least one hundred twenty days have elapsed following the reporting of such standards to the general assembly as provided in this section.

5. The department of public instruction shall supervise and evaluate the educational program in the several area community colleges and area vocational schools of the state for the purpose of the improvement and approval of such institutions.

6. The superintendent of public instruction shall make recommendations and suggestions in writing to each area community college and area vocational school if the department of public instruction determines, after due investigation, that deficiencies exist.

7. The state board shall maintain a list of approved area community colleges and area vocational schools, and it shall remove from the approved list for cause, after due investigation and notice, any area community college or area vocational school which fails to comply with the approval standards. An area community college or area vocational school which is removed from the approved list pursuant to this section shall be ineligible to receive state financial aid during the period of such removal. The state board shall allow a reasonable period of time, which shall be at least one year, for compliance with approval standards if an area community college or area vocational school is making a good faith effort and substantial progress toward full compliance or if failure to comply is due to factors beyond the control of the board of directors of the merged area operating the institution. In allowing time for compliance, the board shall follow consistent policies, taking into account the circumstances of each case. The reasonable period of time for compliance may be, but need not be, given prior to the one-year notice requirement that is provided in this section.

8. The department of public instruction shall give any area community college or area vocational school which is to be removed from the approved list at least one year's notice. The notice shall be given by registered or certified mail addressed to the superintendent of the area community college or area vocational school and shall specify the reasons for removal. The notice shall also be sent by ordinary mail to each member of the board of directors of the area community college or area vocational school, and to the news media which serve the merged area where the school is located; but any good faith error or failure to comply with this sentence shall not affect the validity of any action by the state board. If, during the year, the area community college or area vocational school remedies the reasons for removal and satisfies the state board that it will thereafter comply with the laws and approval standards the state board shall continue the area community college or area vocational school on the approved list and shall transmit to the area community college or area vocational school notice of the action by registered or certified mail.

9. At any time during the year after notice is given, the board of directors of the area community college or area vocational school may request a public hearing before the state board of public instruction, by mailing a written request to the superintendent of public instruction by registered or certified mail. The president of the state board shall promptly set a time and place for the public hearing, which shall be either in Des Moines or in the affected merged area. At least thirty days' notice of the time and place of the hearing shall be given by registered or certified mail addressed to the superintendent of the area community college or area vocational school. At least ten days before the hearing, notice of the time and place of the hearing and the reasons for removal shall also be published by the state department in a newspaper of general circulation in the merged area where the area community college or area vocational school is located.

10. At the hearing the area community college or area vocational school may be represented by counsel and may present evidence. The state board may provide for the hearing to be recorded or reported. If requested by the area community college or area vocational school at least ten days before the hearing, the state board shall provide for the hearing to be recorded or reported at the expense of the area community college or area vocational school, using any reasonable method specified by the area community college or area vocational school. Within ten days after the hearing, the state board shall render its written decision, signed by a majority of its members, and shall affirm, modify or vacate the action or proposed action to remove the area community college or area vocational school from the approved list.

280A.34 CERTAIN USES OF FUNDS PROHIBITED. Funds obtained pursuant to section 280A.17; subsections 3, 4, and 5 of section 280A.18; section 280A.19; and section 280A.22 shall not be used for the construction or maintenance of athletic buildings or grounds.

SELECTED NOTES. 280A.34

Area boards are prohibited from using certain funds for athletic purposes. 1976 O.A.G. 450

Area school and County Fair Association are authorized to enter into a joint agreement whereby the school will transfer ten acres of land for fairground on which buildings to be used by both parties will be erected by the Fair Association. Use of such buildings for intercollegiate activities is not prohibited by law where operation and maintenance is not paid from Chapter 280A funds. 1976 O.A.G. 107

280A.35 LIMITATION ON LAND. A merged area may not purchase land which will increase the aggregate of land owned by such area, excluding land which has been or may be acquired by donation or gift, by more than three hundred twenty acres. Such limitation shall not apply to merged areas owning more than three hundred twenty acres, excluding land acquired by donation or gift, prior to January 1, 1969.

With the approval of the state board, the board of directors of any merged area at any time may sell any land in excess of one hundred sixty acres owned by the merged area, and no election shall be necessary in connection with such sale notwithstanding any other provisions of law. The proceeds of the sale may be used for any of the purposes stated in section

280A.22. This paragraph is in addition to any authority under other provisions of law.

SELECTED NOTES: 280A.35

Area school and County Fair Association are authorized to enter into a joint agreement whereby the school will transfer ten acres of land for fairground on which buildings to be used by both parties will be erected by the Fair Association. Use of such buildings for intercollegiate activities is not prohibited by law where operation and maintenance is not paid from Chapter 280A funds. 1976 O.A.G. 107.

280A.36 FACULTY DEVELOPMENT. The administration of the college shall encourage the continued development of faculty potential by: (1) Regularly stimulating department chairmen or heads to meet their responsibilities in this regard; (2) lightening the teaching loads of first-year instructors whose course preparation and in-service training demand it; (3) stimulating curricular evaluation; and (4) encouraging the development of an atmosphere in which the faculty brings a wide range of ideas and experiences to the students, each other, and the community.

280A.37 MEMBERSHIP IN ASSOCIATION OF SCHOOL BOARDS. Boards of directors of merged area schools may pay, out of funds available to them, reasonable annual dues to an Iowa association of school boards.

Membership in such an Iowa association of school boards shall be limited to those duly elected members of boards of directors of area schools.

280A.38 LEASE AGREEMENTS FOR SPACE. The board of directors may, with the approval of the state board, enter into lease agreements, with or without purchase options, not to exceed twenty years in duration, for the leasing or rental of buildings for use basically as classrooms, laboratories, shops, libraries and study halls for vocational school or community college purposes, and pay for the same with funds acquired pursuant to section 280A.17, section 280A.18, and section 280A.22.

Such agreements may include the leasing of existing buildings on public or private property, buildings to be constructed upon real estate owned by the area school, or buildings to be placed upon real estate owned by the area school.

Before entering into a lease agreement with a purchase option for a building to be constructed or placed upon real estate owned by the area school, the board shall first adopt plans and specifications for the proposed building which it considers suitable for the intended use, and the board shall also adopt the proposed terms of the lease agreement and purchase option. Upon obtaining the approval of the state board, the board shall invite bids thereon, by advertisement published once each week for two consecutive weeks in the county where the building is to be located. Such lease agreement shall be awarded to the lowest responsible bidder, or the board may reject all bids and readvertise for new bids.

280A.39 COMBINING MERGED AREAS--ELECTION. Any merged area may combine with any adjacent merged area after a favorable vote by the electors of each of the areas involved. If the boards of directors of two or more merged areas agree to a combination, the question shall be submitted to the electors of each area at a special election to be held on the same day in each area. The special election shall not be held within thirty days of any general election. Prior to the special election, the board of each merged area shall notify the county commissioner of elections of the county in which the greatest proportion of the merged area's taxable base is located who shall publish notice of the election according to section 49.53. The two respective county commissioners of elections shall conduct the election pursuant to the provisions of chapters 39 to 53. The votes cast in the election shall be canvassed by the county board of supervisors and the county commissioners of elections who conducted the election shall certify the results to the board of directors of each merged area.

If the vote is favorable in each merged area, the boards of each area shall proceed to transfer the assets, liabilities, and facilities of the areas to the combined merged area, and shall serve as the acting board of the combined merged area until a new board of directors is elected. The acting board shall submit to the state board a plan for redistricting the combined merged area, and upon receiving approval from the state board, shall provide for the election of a director from each new district at the next regular school election. The directors elected from each new district shall determine their terms by lot as provided in section 280A.12. Election of directors for the combined merged area shall follow the procedures established for election of directors of a merged area. A combined merged area shall be subject to all provisions of law and regulations governing merged areas.

280A.40 AREA VOCATIONAL SCHOOL ATTENDANCE CENTER. Any merged area shall provide an area vocational school attendance center within a county of the merged area which contains a city of fifty thousand population or more as determined by the 1970 federal decennial census unless an exemption to the requirement is granted by the state board.

This section notwithstanding, Merged Area I shall provide an area vocational school attendance center within Dubuque county.

280A.41 APPROPRIATION TO AREA I. There is appropriated annually from the general fund of the state to the department of public instruction the sum of five hundred thousand dollars to be used for construction projects at Merged Area I within Dubuque county. This section is repealed effective July 1, 1980.

NEW SECTION.

ADDITIONAL TAX--CASH RESERVE FUND. In addition to the tax authorized under section 280A.17, the board of directors of an area school may certify for levy by March 15, 1982 and March 15, 1983, a tax on taxable property in the merged area at rates that will provide total revenues for the two years equal to five percent of the area school's general fund expenditures for the fiscal year ending June 30, 1980 in order to provide a cash reserve for that area school. As nearly as possible, one-half the revenue for the cash reserve fund shall be collected during each year.

The revenues derived from the levies shall be

placed in a separate cash reserve fund. Moneys from the cash reserve fund shall only be used to alleviate temporary cash shortages. If moneys from the cash reserve fund are used to alleviate a temporary cash shortage, the cash reserve fund shall be reimbursed immediately from the general fund of the area school as funds in the general fund become available, but in no case later than June 30 of the current fiscal year, to repay the funds taken from the cash reserve fund.

CHAPTER 286A

GENERAL AID TO SCHOOLS

286A.1 Area vocational schools, community and junior colleges.
286A.2 Repealed.
286A.3 Repealed.
286A.4 Determination.
286A.5 Information furnished by school district.
286A.6 Rules.
286A.7 Repealed.
286A.8 Repealed.
286A.9 Merged area schools general aid.
286A.10 Aid paid quarterly.
286A.11 Plan for allocation of remaining funds.
286A.12 Uniform accounting system.

Editor's Note: Following some sections in this chapter are brief notes describing relevant court decisions, Attorney General opinions and D.P.I. decisions. These notes must not be taken as statements of the law. They are to be used only as a reference tool for locating decisions and opinions. Not all decisions and opinions were included under any one section. For full copies of specific decisions and opinions at no cost, contact the Editor's Office in the Department of Public Instruction.

(Editor's note: Incident to the creation of the new form of school aid under the title, "Tax Equalization", which appears at Chapter 442, the 62nd General Assembly repealed those portions of Chapter 286A relating to school districts in general effective January 1, 1968. However, Chapter 286A also deals with aid to merged areas and to districts operating junior colleges, and its provisions relating thereto, as amended by the 62nd General Assembly, continue in force. The amended sections which apply to merged areas and junior colleges are set forth below. Sections 286A.3 and 286A.6 were neither repealed nor amended by the 62nd General Assembly.)

286A.1 Area vocational schools, community and junior colleges. The several merged areas operating area vocational schools or community colleges and the several school districts operating junior colleges or community colleges in the state of Iowa shall be entitled to receive financial aid from the state in the manner and amount as provided in this chapter.

286A.2 Repealed.

286A.3 Repealed.

286A.4 Determination. The general school aid funds allocated to each district shall be determined as follows: Multiply one dollar and thirty cents by the number of students for which the district pays tuition for such students to attend an area vocational technical high school or program which has been established and approved under the provisions of chapter 258. Multiply this product by the actual number of days that the vocational technical school was officially in session, not to exceed one hundred eighty days. For any district which has an area vocational technical high school or program established and approved under the provisions of chapter 258, multiply one dollar and fifty cents by the number of full-time day students who have graduated from high school or who are beyond twenty-one years of age and are tuition students. Multiply this product by the actual number of days that the school was officially in session, not to exceed one hundred eighty days. A school district, in computing the tuition to charge such a student, shall deduct the amount of general aid received for such student from the regular tuition for such student.

286A.5 Information furnished by school district. At the close of each school year, but not later than July fifth, the local district or merged area school shall supply to the state department of public instruction the information required for calculation of the amount reimbursable to the district for elementary and secondary school. For any day student who has been enrolled on a less than a full school-day basis, the reimbursement shall be calculated proportionately to the portion for which he or she is enrolled as shall be determined by the state department of public instruction. Forms for reporting information to calculate aid for elementary and secondary school puposes shall be supplied by the state department of public instruction to each school district not later than June first. On or before August first, the state department of public instruction shall furnish to the state comptroller estimates of the amount reimbursable for the year to each school district for general aid for elementary and secondary school purposes and upon said estimates the state comptroller shall, on or about August first, make payment of the first half of the annual amount appropriated for such general aid. After all such claims have been calculated for the year and validated for accuracy, the state department of public instruction shall certify the same to the state comptroller prior to February first. On or about February first, the state comptroller shall make payment to the school districts, of the balance of the amount appropriated for such general aid, which, when taken with the first half payment, conforms to the amount of full year reimbursement due each school district as then validated and certified by the state department of public instruction. In the event that the amount

appropriated for reimbursement of the school districts for such purposes is insufficient to pay in full the amounts to each of the school districts or merged areas, then the amount of each payment shall be reduced by the state comptroller in the ratio that the total respective funds appropriated and available for such aid bears to the respective total amounts certified for reimbursement. All funds received or to be received under the provisions of this chapter shall be taken into account and considered by each school district or merged area when estimating the amount required for the general fund.

286A.6 Rules. The superintendent of public instruction, subject to the approval of the state board of public instruction, is hereby authorized to adopt such rules and definitions of terms as are necessary and proper for the administration of this chapter. The necessary expenses incurred by the department of public instruction in the administration of this chapter may be paid from the appropriation therefor. When such conditions as unnatural weather hazards, bad roads, epidemics, and the like, occur to such an extent as to penalize any district, the superintendent of public instruction can adjust the formula by taking the average of several months' attendance in lieu of the months affected by such epidemics or hazards.

286A.7 Repealed.

286A.8 Repealed.

286A.9 Merged area schools general aid. Merged areas operating area schools shall be entitled to general school aid. Each merged area shall be entitled to two dollars and twenty-five cents per day for the full-time equivalent enrollment of students who are residents of the state. The total amount of state aid allocated to each area shall be computed by the following formula:

State aid = Full-time equivalent enrollment X 180 days X $2.25.

The amount appropriated for general state aid for the fiscal year each year, shall first be allocated to each merged area, in accordance with the above formula, on the basis of its reimbursable full-time equivalent enrollment for the previous school year. Any amount remaining shall be allocated to each merged area as provided in sections 286A.11 and 286A.12. Any course or program, the direct operational costs of which are entirely paid by federal, state, or other governmental agencies or private subsidy, or both, shall not be eligible for reimbursement.

For the purpose of this chapter, the following definitions shall apply:

1. "Full-time equivalent enrollment" means the quotient of the total number of reimbursable hours carried by residents of the state attending a single area school, divided by five hundred forty, which represents fifteen reimbursable hours per week for a period of thirty-six weeks.

2. "Reimbursable hour" means any of the following:

a. One contact hour of lecture in an approved course in arts and science or vocational-technical education. A contact hour of lecture is one that requires significant outside preparation.

b. Two contact hours of laboratory in an approved course in arts and science or vocational-technical education.

c. Two contact hours in an approved course of adult education that is eligible for general state aid, except that basic adult education, high school completion, and college credit courses that qualify as lecture courses will be reimbursed on a one contact hour basis. Courses dealing with recreation, hobbies, casual cultural, or self-enjoyment subjects shall not be eligible for reimbursement.

286A.10 Aid paid quarterly. Payment of the aid provided in section 286A.9 shall be made to each merged area at the end of each quarter of the school year, which commences on July first and ends on the following June thirtieth, in the following manner:

1. At the close of each school year but not later than July fifth, the board of directors of each such merged area shall certify to the state department of public instruction the information necessary to compute the aid entitlement, as hereinabove provided, for the school year ending on June thirtieth immediately preceding the said July first. In addition thereto, each said board shall certify to the state department, its best bona fide estimate of what the same data and information will be for the school year that commences upon the said July first, and ends on the following June thirtieth.

2. On the basis of estimates certified, as provided in subsection one hereof, thirty percent of the anticipated aid entitlement for each such merged area shall be paid to the merged area at the end of each of the first three quarters of the school year for which said estimates have been certified. The aid payment for the fourth quarter shall be equal to the difference between the aggregate aid payments for the first three quarters and the total amount of aid entitlement computed on the basis of the actual information required for calculation, as certified in the following July, plus or minus such pro rata amount as may be necessary to make the aggregate total of general school aid paid to all such merged areas for the said year equal to the respective amounts of aid funds appropriated for payment to such areas in the said year.

3. Forms for the purpose of reporting the information and estimates required under subsection one hereof shall be supplied by the state department. After quarterly payments have been calculated they

shall be certified to the state comptroller for payment. Such certification shall be made to the comptroller on or about August 1, November 1, February 1, and May 1 for aid payable for the preceding quarter. The comptroller shall pay the quarterly amounts so certified forthwith.

SELECTED NOTES: 286A.10

State Board of Public Instruction may reject enrollment estimates which are not the "best bona fide estimate" of boards of directors. 1968 O.A.G. 601.

First three quarterly payments of state aid to area schools are made on or about November 1, February 1, and May 1 with the final quarterly payment on or about August 1 of each year, the final payment to be included in the fiscal year ending June 30. 1968 O.A.G. 601.

First three quarterly payments of state aid are based on enrollment estimates; the final quarterly payment is based upon actual enrollment figures at the close of the school year, prorated according to the amount of funds available. 1968 O.A.G. 601.

286A.11 Plan for allocation of remaining funds. The superintendent of public instruction, with the advice and participation of an advisory committee, shall submit a plan to the state comptroller for the allocation of any funds remaining after fulfilling the requirements of section 286A.9.

For the purpose of this section, the "advisory committee" shall consist of one board member from each merged area, to be appointed by each merged area board at its first meeting in July of each year.

286A.12 Uniform accounting system. The superintendent of public instruction shall establish a uniform accounting system for area schools subject to the approval of the auditor of state. The accounting system shall provide for crediting all funds received in the form of federal aid, state aid, tuition, and miscellaneous fees to four separate accounts, as follows:

1. Arts and science education.
2. Vocational-technical education.
3. General adult education.
4. Co-operative programs or services.

All expenditures shall be charged to the appropriate accounts. No funds shall be transferred from one account to another without the approval of the superintendent of public instruction, and notification of all such transfers shall be given to the state comptroller. The accounting system of each area school shall be audited annually by the auditor of state.

ADMINISTRATIVE RULES FOR AREA VOCATIONAL SCHOOLS AND COMMUNITY COLLEGES

AREA VOCATIONAL SCHOOLS AND COMMUNITY COLLEGES

DIVISION I
APPROVAL STANDARDS [670]

5.2 Administration
5.3 Faculty
5.4 Curriculum and evaluation
5.5 Library and learning resource center
5.6 Student services
5.7 Laboratories, shops, equipment and supplies
5.8 Physical plant
5.9 Building and site approval
5.10 Approval procedures
5.11 Progress toward regional accreditation
5.12 Standards for area schools

Pursuant to authority conferred by section 280A.33, Code 1973, and the advice of the state advisory committee on area schools, created by chapter 280A and the state advisory council for vocational education created by chapter 258, to which we hereby certify these rules were submitted their recommendation obtained, and for the purpose of implementing chapter 280A, of the Code, the following approval standards for merged area vocational schools and community colleges are hereby amended by rescinding all of rules 5.2(280A) to 5.28 (280A), 1973 IDR 705 to 713, and adopting in lieu thereof of the following:

(Filed March 11, 1974)

The administrative rules for area vocational schools and community colleges are joint rules of the State Board of Public Instruction and the State Board of Regents. The following pages include both these rules and the guidelines that have been developed to accompany the rules.

All administrative rules are printed in medium type letters. The rules have the full force and effect of law. The guidelines that accompany departmental rules are printed in italics and placed on the right side of each page adjacent to the rules they accompany.

Guidelines are not rules and are intended merely to provide additional clarification for certain rules. All guidelines will be reviewed annually and appropriate changes made to insure they are relevant and timely.

DIVISION II
AREA SCHOOL ENERGY APPROPRIATION PROGRAM [670]

5.20 Area school energy appropriation program
5.21 Application
5.22 Criteria for allocating funds
5.23 Method of disbursing allocation
5.24 Due process

Rules 5.20 to 5.24 shall be rescinded on October 1, 1983.

(Filed November 20, 1981)

5.2 (280A) Administration.

5.2(1) Policy manual. An area school board of directors shall develop and maintain a policy manual which adequately describes the official policies of the institution.

Guidelines: 5.2(1)

1. *The manual includes policies for identifying and delineating the duties, rights, and responsibilities of the board of directors, administrators, certificated faculty and staff, non-certificated personnel, and students. Additional sections are included relating to the educational program, and instruction, business and operational procedures, community relations, and other pertinent functions of the area school.*
2. *Policies are reviewed periodically to insure their relevance to current practices, and for their compliance with significant court decisions.*
3. *A record of the adoption date, and any revision date, of each policy is maintained.*
4. *Manuals are readily available to all segments of the area school.*
5. *A record of the distribution of policy manuals is maintained to facilitate the updating of manuals.*

5.2(2) Administrative staff. An area school shall develop an administrative staff appropriate to the size and the purpose of the institution and one which permits the institution to function effectively and efficiently. This administrative staff shall provide effective leadership for the major divisions of the institution including administrative services, adult and continuing education, career education, college parallel education, and student services.

Guidelines: 5.2(2)

1. *Staff qualifications for each administrative position are appropriate to the duties of each position.*
2. *Evaluation procedures of administrative practices and effectiveness are operative.*
3. *Personnel recruitment and selection policies, comprehensive orientation programs for new personnel, and in-service training of ongoing staff are appropriate to institutional needs and in compliance with federal and state laws.*
4. *There are realistic budget preparations that consider the total educational program as well as management of financial and business operation, adherance to federal, state, and local regulations and relate the educational product to cost.*

5.2(3) Superintendent. An area school shall have a superintendent who shall be the executive officer of the board of directors. The executive officer shall be responsible for the operation of the area school with respect to its educational program, its faculty and student services programs, and the use of its facilities. He shall delegate to the staff all necessary administrative and supervisory responsibilities to insure an efficient operation of the institution.

5.2(4) Certification. All administrative staff except for the superintendent shall hold such

Guidelines: 5.2(4)

1. *Evidence that administrators hold required certificates is filed with the appropriate regulatory agency.*

certificate as required to authorize service in their respective areas of responsibility.

5.2(5) Financial records and reports. The area school shall maintain accurate financial records and make reports in the form prescribed by the state department of public instruction and other state agencies.

5.2(6) Enrollment. An area school shall meet minimum enrollment requirements if it offers instruction as authorized in chapter 280A of the Code, and if, to the satisfaction of the state board of public instruction, it is able to provide classes of reasonable economic size as needed by students, meets the needs of the students, and shows by its past and present enrollment and placement record that it meets individual and employment needs.

5.2(7) Catalog. The catalog shall be the official publication of the area school. It shall include accurate information on institutional policies and other information as recommended by the state department of public instruction.

2. *Certification records are complete, and updated regularly to reflect all professional growth.*

Guidelines: 5.2(5)

1. *Financial records and reporting are in accordance and consistent with the state-approved uniform financial accounting system.*
2. *Financial records are maintained in such a manner as to be easily audited in accordance with accepted accounting procedures.*
3. *Financial records are maintained to provide program costs analyses of both direct and indirect costs.*

Guidelines: 5.2(6)

1. *Where reasonable economic class size cannot be maintained, individualized instruction or other alternative forms of instruction are explored.*
2. *An employment needs survey is used periodically by the institution to determine programs.*
3. *A student interest survey is used periodically by the institution.*
4. *A follow up of program graduates is conducted annually to determine initial placement and continuing success of the graduates.*
5. *The institution remains flexible in order to provide instructional offerings where an adequate number of students are identified throughout the merged area.*
6. *Programs, student cost factors and enrollments are assessed annually.*

Guidelines: 5.2(7)

1. *The catalog is published at least once every two years, with more frequent updating as required to maintain accuracy of information.*
2. *The catalog includes current academic information and regulations, admission requirements, social regulations, expectations of student conduct, services available to students (curricular and extracurricular activities, counseling, financial aid, placement), course descriptions of all courses expected to be offered for credit during the time period in which the catalog is current, tuition and fees, programs of study, and the official calendar of the area school.*

5.2(8) Admission requirements.

a. Postsecondary age students. The area school shall maintain an open door admission policy for students of postsecondary age. This admission policy shall recognize that students should demonstrate a reasonable prospect for success in the program in which admitted. Applicants who cannot demonstrate a reasonable prospect for success in the program for which they apply should be assisted to enroll in courses where deficiencies may be remedied or into other programs appropriate to the individual's preparation and objectives.

b. High school age students. High school age students who can be better served by area school programs may be authorized to undertake such work with the cooperative approval of the area school administration and the administration of the local school district.

5.2(9) School year. The length of the school year of the area school shall provide for the effective use of the physical plant and include a minimum of 48 weeks of operation. The school year may consist of: Two semester terms and one summer term, three trimester terms, or four quarter terms. An area school may use any one or more of the three school years identified above or may offer instruction in units of length keyed to the identified scope and depth of the instructional content.

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Guidelines: 5.2(8)a

1. *An accurate evaluation of previous education, training, and experience of an applicant, and effective counseling based on that evaluation, are part of the admissions procedure.*

2. *The area school provides a sufficiently extensive offering of exploratory courses and services to permit students to ascertain their levels of interest and competence.*

3. *The area school provides remedial and developmental experiences to assist students who are not adequately prepared to enter the program of their choice.*

Guidelines: 5.2(8)b

1. *Offerings to high school students are based on surveys of students interests and area needs.*

2. *Accurate evaluation, and effective counseling based on that evaluation, are part of the admissions procedure.*

3. *The area school makes appropriate courses in the college parallel and in the career education divisions available to high school students.*

4. *A close working relationship exists between the area school superintendent and local district superintendents to insure coordinated efforts to improve programs offered to high school students, and to avoid duplication of effort and/or costs for said programs.*

Guidelines: 5.2(9)

1. *The area school calendar identifies days of instruction, staff in-service, and orientation.*

2. *The area school calendar provides for forty-eight weeks of operation which may include the days identified as days of instruction, staff in-service, and orientation.*

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5.2(10) Graduation requirements. Graduation from an area school shall be certified by the issuance of appropriate recognition indicating the type of program the student has completed.

a. Associate in arts or an associate in science. The degree issued to a person who has satisfied curricular requirements that consist of content equivalent to a two-year college parallel curriculum shall certify that its recipient is either an associate in arts or an associate in science.

b. Associate in applied arts or an associate in applied science. The degree issued to a person having satisfied curricular requirements and demonstrated competence for employment in the occupational field for which the program was designed shall certify that its recipient is either an associate in applied arts or an associate in applied science. Typically, these degrees apply to occupations requiring signficant amounts of applied scientific and mathematical knowledge or occupations in which the individual will work in direct support of a professional.

Guidelines: 5.2(10)a

1. *Minimum requirements for associate in arts. (See Articulation Agreement)*

   The Associate in Arts degree will include a minimum of 60 semester (90 quarter) hours of courses designed and acceptable for transfer, with the understanding that 16 semester (24 quarter) hours of vocational courses could be included in the total.

   General education courses are defined as those courses which are created to broaden student knowledge in the arts and sciences. Forty semester (60 quarter) of transfer credit hours will be required within the following general divisions:

   a. *Communications - 8 semester (12 quarter) hours*
   b. *Humanities - 8 semester (12 quarter) hours*
   c. *Math and/or Science - 8 semester (12 quarter) hours*
   d. *Social Science - 8 semester (12 quarter) hours*
   e. *Distributed requirement - 8 semester (12 quarter) hours will be taken from among the above four divisions.*

   The remaining 20 semester (30 quarter) hours will be taken from arts and sciences electives designed and acceptable for transfer, with the understanding that 16 semester (24 quarter) hours of vocational courses could be taken.

   Maintain a minimum cumulative grade point average of 2.0 on all courses acceptable for transfer.

2. *The associate in science degree program requires an appropriate math/science core or the completion of a career option program.*

Guidelines: 5.2(10)b

1. *The associate in applied arts degree is awarded to students completing an approved preparatory career program in applied arts.*

2. *The associate in applied science degree is awarded to students completing an approved preparatory career program preparing individuals for employment in a technical occupation and other appropriate occupations.*

c. Associate in general studies. The degree issued to a person who has satisfied the curricular requirements of a two-year program other than set forth in 5.2(10) shall certify that its recipient is an associate in general studies.

d. Diploma. The recognition granted to a person who has been graduated from a curriculum other than set forth in 5.2(10) but of not less than 12 weeks in length shall be a diploma.

e. Certificate. A certificate of completion may be issued to certify that a student has satisfactorily completed a course of instruction other than the above.

5.2(11) Academic records. The area school shall maintain in perpetuity for each student the complete academic record including every course attempted and grade received. These records should be kept in fire resistance storage, unless other equivalent safeguards are used, such as maintaining a duplicate file (microfilm or otherwise) in a separate building.

5.2(12) Resident policy. There shall be adopted for all area schools a uniform policy for the determination of permanent residence for tuition purposes.

Guidelines: 5.2(10)c

1. *The requirements for this degree should be flexible for individual students. This degree is not intended for transfer purposes. Four year institutions would, therefore, recognize this as a specialized degree and could review the courses which constituted the degree to determine what would be acceptable for transfer purposes.*

2. *This degree would provide appropriate recognition for students who complete 90 quarter hours (60 semester hours) of study and maintain at least a 1.8 grade point average. This degree program would be designed to meet individual student needs. It would incorporate significant amounts of college parallel courses with courses from career education and other programs.*

Guidelines: 5.2(10)d and e

1. *The institution establishes specific requirements for each degree, diploma and certificate it awards.*

2. *The graduation requirements of the institution are periodically reviewed to support their validity.*

Guidelines: 5.2(11)

1. *The institution has assigned the responsibility for all student records to a staff position or department.*

2. *There is an official board policy in regard to the accessibility and confidentiality of student records.*

3. *The Iowa area schools grading system has been adopted. (Appendix B)*

4. *There is a system of dispatching official transcripts upon request of the student.*

5. *The record systems of the institution contains those items as recommended by the registrars and admission officers associations.*

See approved residency policy and uniform procedures for implementing residency policy. (Appendix C)

5.3(280A) Faculty.

5.3(1) Certification and subject matter approval.

a. Career education programs. Each instructor of a career education program shall hold a valid certificate issued by the state board of public instruction for teaching in an area school. For approval in a specific subject matter field or area each instructor in a career education program shall meet the experience and education requirements as outlined in state plan for vocational education.

Guidelines: 5.3(1)a

1. *Educational requirements referred to in this section are outlined in the state plan for the administration of vocational education.*

2. *The term valid certificate and regular certificate are used interchangeably.*

3. *The professional educational course requirements, other than the course history/philosophy (foundations) of vocational and/or career education, for career teachers may be satisfied by courses other than those offered under the titles listed in the state plan for the administration of vocational education, (i.e.) instructional resources/media might be included in a broader course offering title.*

4. *The experience requirement for related instructors in career education need not necessarily be in the specific career field in which the instructor is teaching. The appropriateness of the experience should be attested to by the local administrator.*

b. College parallel programs.

(1) Instructor qualifications. Each instructor of a college parallel course shall hold a valid certificate issued by the state board of public instruction for teaching in an area school. For approval in a specific subject matter field or area each instructor shall hold a master's degree in a field of instruction from a regionally accredited graduate school. This preparation shall include six semester hours of professional preparation appropriate for community college teaching, or adequate experience in college teaching or its equivalent as evaluated by a review committee appointed by the state superintendent of public instruction shall be accepted in lieu of part or all of the required credits in professional education. Approval in a second area of instruction shall be granted to applicants who present twelve semester hours of graduate level preparation in said field from a regionally accredited graduate school.

Guidelines: 5.3(1)b(1)

1. *Although in most circumstances twelve semester hours of graduate level preparation is needed for approval to teach in a second area of instruction, the requirement may be modified somewhat by a strong undergraduate major level preparation in the subject area.*

2. *Part-time instructors are subject to certification requirements.*

(2) Special fields or areas of instruction. Instructors in special fields or areas including but not limited to accounting, business, developmental and remedial

Guidelines: 5.3(1)b (2)

1. *Certification is required.*

skills, engineering, law, law enforcement, and medicine, may be certified on the basis of two or more years of successful experience in the field or area tney will instruct and the possession of the academic preparation ordinarily required for such special fields or areas.

c. Adult basic education and high school completion programs.

(1) Adult basic education and high school equivalency programs. Each instructor in an adult basic education and high school equivalency program shall display to the satisfaction of the area school: Interest, desire and motivation to teach the undereducated adult, evidence of proficiency in the area of instruction, and compliance with all rules established by the state board of public instruction.

(2) High school diploma program. Each instructor of high school completion classes shall be certified and approved to teach the subject in a secondary school.

d. Continuing and general adult education programs. Each instructor in an adult continuing and general education program shall display to the satisfaction of the area school: A genuine interest in teaching, evidence of proficiency in the area of instruction, and compliance with all rules established by the state board of public instruction.

e. Resource staff. These approval standards are not intended to prohibit area schools from employing resource staff in specialized areas on a part-time basis to supplement instruction in specific programs.

2. *Part-time instructors are subject to certification requirements.*

3. *Completion of six semester hours of professional preparation appropriate for community college teaching is required.*

Guideline: 5.3(1)c(1)

1. *No certification or approval required.*

Guideline: 5.3(1)c(2)

1. *In the case of independent study, instructors supervising student progress shall hold a regular certificate endorsed for secondary school teaching.*

Guideline: 5.3(1)d

1. *Instructors of supplementary career education programs should meet the qualifications in their respective areas as stated in the state plan for the administration of vocational education. Instructors of courses which are offered for transfer of credit should meet the certification and approval requirements as provided for section 5.3(1)b.*

Guidelines: 5.3(1)e

1. *No certification or approval required.*

2. *A resource person should not substitute for nor replace an instructor.*

3. *Examples: Real estate broker, insurance agent, banker, retired plumber, attorney, etc.*

f. Support personnel faculty.

(1) Counseling. A counselor shall have a master's degree in counseling or in college student personnel work with an emphasis in counseling from an accredited graduate school. This preparation shall include six semester hours of professional preparation appropriate for community college teaching, or adequate experience in college teaching or its equivalent as evaluated by a review committee appointed by the state superintendent of public instruction shall be accepted in lieu of part or all of the required credits in professional education. Recognition shall be given to the value of employment experience outside of education in appointing counselors to work with students.

Guidelines: 5.3(1)f (1)

1. *Course work in a counseling area related to the community college student or counseling practicum experience taken in the community college setting may be used to satisfy part or all of the six hour requirement of professional preparation.*
2. *Certification is required.*

(2) Librarian and learning resource faculty. A librarian and learning resource faculty shall hold a master's degree in this area of specialization from an accredited graduate school. An assistant librarian or assistant learning resource specialist shall hold a bachelor's degree in this area of specialization from an accredited institution. This preparation shall include six semester hours of professional preparation appropriate for community college teaching, or adequate experience in college teaching, or its equivalent as evaluated by a review committee appointed by the state superintendent of public instruction shall be accepted in lieu of part or all of the required credits in professional education.

Guidelines: 5.3(1)f (2)

1. *Certification is required.*
2. *Preparation or practicum in college or university librarianship or course work in the appropriate field as it relates to community college may be used to satisfy part or all of the six hour requirement of professional preparation.*

(3) Auxiliary Personnel. Competent auxiliary personnel with specialized skills, including but not limited to media technicians, may be employed on the basis of demonstrated competence in a specialized skill.

Guidelines: 5.3(1)f (3)

1. *No certification or approval required.*
2. *Examples: Educational aide, business manager, registrar, laboratory assistant, etc.*

5.3(2) Faculty Load.

a. College parallel. The full-time teaching load of an instructor in college parallel programs shall not exceed a maximum of 16 credit hours per school term or the equivalent. An instructor may also have a teaching assignment outside of the normal school hours; provided the instructor consents to this additional assignment and the total workload does not exceed the equivalent of eighteen credit hours per school term.

b. Career education. The full-time teaching load of an instructor in career education programs shall not exceed six hours per day, and an aggregate of 30 hours per week or the equivalent. An instructor may also teach the equivalent of an additional three credit hours provided the instructor consents to this additional assignment. When the teaching assignment includes classroom subjects (non-laboratory), consideration shall be given to establishing the teaching load more in conformity with that of Paragraph a of this subrule.

5.3(3) Faculty organization. The faculty shall be organized in such a way as to promote communication among administration, faculty and students and to encourage faculty participation in the development of the curriculum, instructional procedures, general policies, and such other matters as are appropriate.

5.3(4) Faculty development. Each area school shall develop and implement a plan for the continued development of faculty and administrative proficiency consistent with the provisions of section 280A.36 of the Code. For purposes of this standard, administrators shall be regarded as being members of the faculty.

5.4(280A) Curriculum and Evaluation.

5.4(1) College parallel.

Guideline: 5.3(2)a

1. *Provisions should be made to lighten the teaching load of first-year instructors whose course preparation and in-service training demand it.*

Guidelines: 5.3(2)b

1. *Careful attention should be given to modifying the teaching load of a career education instructor whose teaching assignment includes classroom subjects (non-laboratory.)*
2. *Provisions should be made to lighten the teaching loads of first year instructors whose course preparation and in-service training demand it.*

Guidelines: 5.3(3)

1. *An organized faculty in this sense means an existing structure that promotes communication and encourages participation.*
2. *Recognition should be given to the possible limitation placed on the form of such an organization resulting from other statutory requirements.*
3. *No faculty member can be required to pay dues in order to meet this standard.*

Guideline: 5.3(4)

1. *Cooperative efforts among area schools, such as a state-wide community college association plan or a smaller consortium development project, should be considered in compliance with this standard.*
2. *A written staff development plan should be readily identifiable and available to members of the institution. The term 'plan' should be broadly interpreted to include a wide variety of approaches such as written board policy, budgetary commitments, level of professional activity, and other resources which sustain staff development.*

a. This program shall offer courses that are the equivalent of the first two years of a baccalaureate program and may also include: such courses as may be necessary to develop skills that are prerequisite to other courses and objectives; and specialized courses required to provide career options within the college parallel program. A follow-up of students termininating shall be conducted to determine how well students have succeeded and which adjustments in the curriculum, if any, need to be made.

Guidelines: 5.4(1)a

1. *A clearly defined process is stated by which the curriculum is established and administered. This process recognizes the various roles of the state board of public instruction, the local board of directors, the administration, the faculty, the students and advisory committees.*

2. *The scope and nature of the curriculum relate to the stated purpose of the institution and are in keeping with the identified needs of the students served and available resources.*

3. *The catalog and other published materials concerning curriculum offerings reflect accurately the resources of the institution. Supplements show course additions, deletions, and other changes.*

4. *A sequence of courses exists with an adequate number of hours required, appropriate system of prerequisites and electives with provisions for advanced standing, and alternate methods of serving the needs of students.*

5. *A constant review exists of the objectives of the curriculum and the methods of instruction that most appropriately meet the needs of the students. Instructors or departments, where appropriate, will maintain annual documentation by the instructor of this review, and changes made will be on file for each course.*

6. *A clearly defined process is stated providing for the follow-up of students terminating. Annual documentation of the results of this follow-up and any resulting adjustments made in the curriculum will be on file.*

b. Courses of a remedial nature or prefreshman level shall not bear college transfer credit and shall be clearly identified in the college catalog and on transcripts.

Guidelines: 5.4(1)b

1. *The word "courses" could include other experiences such as through developmental learning centers, individualized instruction, and supplementary tutorial assistance to students while they are enrolled in a regular transfer course.*

5.4(2) Career education. Instruction shall be offered in career education programs in no less than five different occupational fields as defined by the state department of public instruction. College parallel courses may be offered as needed in career education programs. The occupational fields in which instruction is offered shall be determined by merged area and geographical area needs as identified by surveys in these areas. Occupational advisory committees shall be used to assist in developing and

Guidelines: 5.4(2)

1. *The occupational fields are identified by taxonomy numbers in verifying the diversity of programs.*

2. *All course offerings and instructional methods within the program are specifically appropriate for the skills and knowledge necessary for the occupation for which the training is designed. Occupational analysis and advisory committees are utilized in determining all program course offerings, course content, utilization of teaching resources, and the methods of instruction.*

maintaining instructional content, including leadership development. A follow-up of students terminating shall be conducted to determine how well students have succeeded and which adjustments in the curriculum, if any, need to be made.

3. *Local student interest surveys and employment opportunity data are used in establishment and in periodic evaluation of the continuance of offerings. Existing sources such as the Iowa Department of Job Service, U.S. Department of Labor, Survey of Regional and National Labor Market Needs, and Career Education Needs Information (CENIS) should be utlized when appropriate.*

4. *Advisory committees representing both employers and employees will function in a meaningful manner on a periodic schedule (a minimum of once a year) to insure critical occupational field evaluation.*

5. *A clearly defined process provides for a follow-up of graduates and of students terminating prior to graduating. Annual documentation of the results and any resulting curriculum adjustments will be on file.*

6. *The catalog and other published materials concerning curriculum offerings reflect accurately the resources of the institution. Supplements show course additions, deletions, and other changes.*

5.4(3) Adult education. Adult education shall be offered and may include adult basic education, adult continuing and general education, college parallel, high school completion, supplementary and preparatory career education programs, and such other programs and experiences as may be required to meet the needs of people in the merged area.

Guidelines: 5.4(3)

1. *A clearly defined process of assessing community needs for specific adult education programs is developed and followed.*

2. *Programs are organized which serve the varied educational needs of adults at times when adults may avail themselves of the program.*

3. *The adult education program is not limited to campus facilities but makes use of cooperating school districts, community public facilities, and business and industrial settings.*

4. *To prevent unnecessary duplication, programs developed for adults are coordinated with other organizations and institutions within the merged area.*

5. *A clearly defined process is developed and utilized to evaluate program effectiveness and to guarantee a well balanced program of social, economic, occupational, educational, and cultural offerings.*

5.4(4) Programs for the handicapped. Surveys shall be conducted in each merged area to determine the educational needs of persons who, due to academic, socio-economic, or other handicaps, are prevented from succeeding in regular educational programs. These surveys would then serve as a basis

Guidelines: 5.4(4)

1. *The term "handicapped" is used in its broadest meaning to be synonomous with "disadvantaged" to indicate all persons who have limitations that prevent them from succeeding in educational programs for persons without such limitations but who can benefit from such programs with special assistance.*

for appropriate modifications in facilities, materials, and instructional arrangements. The modifications would then make it possible for those whose abilities and interests warrant it to enroll in such programs.

5.4(5) Community Services. The area schools shall provide a program of community services designed to meet the needs of persons residing in the merged area. The purpose of the community service program shall be to foster agricultural, business, cultural, industrial, recreational and social development in the area.

5.4(6) Standards of work and student load.

a. College parallel.

(1) Each course which is offered for college credit and which is intended to be applied toward a baccalaureate degree shall be taught at a standard consistent with the quality and quantity of similar courses offered in regionally accredited institutions of higher learning.

(2) A full-time student in the college parallel divisions shall be defined as one who is taking 12 or more hours of college credit or the equivalent.

2. *Because surveys are procedures for identifying persons in the community who have limitations which prevent them from succeeding in educational programs, this population's needs serve as a basis for specially designed programs, materials, and facilities.*

3. *Special designed and/or modified programs are structured to meet individual needs to make it possible for persons with limitations to adjust and succeed. An example could be that bilingual instructors teach English as a second language as well as adult basic education for those persons who are deficient in their English language skills.*

Guidelines: 5.4(5)

1. *Facilities are available to be used for community service programs by community groups.*

2. *The area school is actively involved in providing a leadership role in solving community problems, helping those involved to become more skilled and resourceful, providing information, and providing educational tools for social change.*

3. *The philosophy and objectives of the community service program reflects a commitment to serving "new constituencies"--senior citizens, women, persons in institutions, handicapped persons, low-income families, ethnic and racial minorities.*

4. *To prevent unnecessary duplication of effort and to provide unified community services, programs are coordinated with other organizations and institutions within the merged area.*

Guidelines: 5.4(6)a (1)

1. *Appropriate personnel maintain close articulation with those senior institutions to which most of the community colleges' graduates will transfer. Evidence of this effort will be provided.*

2. *Evidence is available of attempts to gather appropriate data on the performance of students who transfer to senior institutions.*

b. Career education.

(1) Each course offered in the area of career education shall be taught in the shortest practical period of time at a standard consistent with the quality and quantity of work needed to prepare the student for successful employment in the occupation for which instruction is being offered.

Guidelines: 5.4(6)b (1)

1. *The length of the course (program) should be determined by how long it takes an individual student to accomplish the objectives.*

2. *Standard of quality and quantity of work is based on occupational analysis and stated objectives as reviewed by the advisory committee.*

(2) Full-time student in career education shall be defined as one who is taking twelve or more credit hours or the equivalent in career education.

Guidelines: 5.4(6)b (2)

1. *Credits in career education are in relationship and consistent with the nature of the course content considering lecture, lab, and shop activities.*

2. *Institutional policy has been established and is available for determining course credits.*

(3) Curricula in full-time career education programs shall ordinarily be offered on the basis of a workload of from twenty to thirty contact hours per week.

Guidelines: 5.4(6)b (3)

1. *Program contact hours are consistent with the career education content of the courses.*

2. *The average load throughout the length of the program is used in determining compliance with this standard.*

c. Adult education. Programs offered in adult education are designed to serve persons of post-high school age who are primarily part-time students. Such programs may include formal or informal learning experiences offered on either a credit or noncredit basis and shall be appropriately designed to meet the needs and interests of adults.

5.5(280A) Library or Learning Resource Center.

Guidelines: 5.5(280A)

1. *Relevant state and national standards are recognized and used for guidance.*

5.5(1) Facilities. Area school libraries or learning resource center shall provide the facilities and resources needed to support the total educational program of the institution and should show evidence that the facilities and the resources are being used effectively and efficiently. Adequate consideration shall be given to the seating, comfort and setting of the facility used to house the collection.

Guidelines: 5.5(1)

1. *The institution plans the location, size and layout of the library or L.R.C. to maximize its efficient and effective use. Special attention is given to capacity, relationship to other college facilities, internal arrangement of service and work areas, relationship between areas, function of area, traffic flow, accessibility, and shipping and receiving. The location of the circulation desk and exit checks gives adequate facility control.*

2. *Books, periodicals, references, equipment, etc. are stored in an efficient and appropriate manner. Shelving and other storage for the facility resources are adequate for present needs, with due consideration given for future growth.*

3. *Adequate and appropriate seating is available throughout the facility to meet the needs of the patrons. A variety of user stations is provided, such as carrels, tables and lounge seating.*

4. *Small conference rooms are incorporated into the design of library facilities. These rooms are available to all college students and staff.*

5. *Work areas are adequate in size and properly equipped so that the staff can function in an efficient and effective manner.*

6. *Provisions are made for the use and production of nonprint media to meet the current and planned needs of the institution.*

7. *Lighting will meet established standards. Climate control will be adequate for year around usage of the facility. Accoustical treatment is appropriate for use.*

8. *Provisions are made for use of the facilities by the handicapped.*

9. *Library or L.R.C. staff are involved in the planning for new or remodeled facilities.*

5.5(2) Staffing. The library or learning resource center shall be adequately staffed with qualified and certified professionals and skilled nonprofessional personnel.

Guidelines: 5.5(2)

1. *The L.R.C. staff is available in sufficient numbers to carry out the purposes and objectives of the L.R.C. adequately.*

2. *The professional and support staff of the L.R.C. has a sufficient variety and balance of educational backgrounds and skills.*

3. *Library or L.R.C. professional and support staff members have status equal to that of other professional and support staff members with similar training and responsibility.*

4. *Responsibilities, lines of authority, channels of communication and assignments are clearly defined.*

5. *In-service development opportunities are made available to both professionals and support staff.*

5.5(3) **Collection.** The collection of an area school shall be adequate in size and scope to serve effectively the number and variety of programs offered and the number of students enrolled. The collection shall show evidence of having been selected by faculty as well as professional library or learning resource staff and shall be kept up-to-date through a planned program of acquisition and deletion. The collection shall contain an appropriate range and number of print and nonprint materials, effectively organized and quartered in a manner which maximizes use.

Guidelines: 5.5(3)

1. *The collection includes books and other print and nonprint materials and the appropriate equipment for access and utilization of the materials.*
2. *The collection reflects the quality, quantity and variety of materials needed to support the educational programs of the college.*
3. *Materials are sufficient for both general reference and specific area curriculum needs.*
4. *The collection is accessible, all materials are cataloged or indexed according to nationally accepted patterns and the library hours reflect the needs of the curriculum and the student body.*
5. *A selection policy based on institutional, instructional and L.R.C. objectives guides selection. This policy includes provision for faculty involvement in selection.*
6. *Final selection regarding the acquisition of recommended materials rests with the director of the L.R.C. Provision for review of challenged material is included in selection policy.*
7. *A policy for the acceptance of gifts is defined.*
8. *Provision is made for a continuous up-grading of the collection. This includes a planned program of acquisition and deletion.*
9. *Production of nonprint materials and related services fit the program requirements of the institution.*
10. *Appropriate types and adequate numbers of media equipment are available.*
11. *There is a program of inter-library cooperation.*
12. *A policy has been adopted regarding general public use of the collection.*
13. *There are guidelines for exchange of materials and production services with other educational agencies.*
14. *Orientation services for use of the L.R.C. are provided.*
15. *A plan for the dissemination of information regarding the L.R.C. is provided.*
16. *Appropriate statistics and other records are maintained.*

5.5(4) Expenditures. The budget of the library or learning resource center shall be appropriate for the programs and services offered by the institution. New programs and new curricula shall be reflected in library or learning resource center expenditures.

Guidelines: 5.5(4)

1. *The budget is adequate to support the total learning resources program.*

2. *The L.R.C. director prepares the budget and its implementation is based on institutional, instructional and L.R.C. goals.*

5.6(280A) Student Services.

5.6(1) A program of student services should be provided to meet the needs of students in the area school. The program of student services shall include the following seven functional areas:

a. Orientation to college and career opportunities and requirements.

Guidelines: 5.6(1)a

The institution shall give evidence of the following:

1. *That personnel make routine visits to all high schools in the institution's service area, at least annually, for the purpose of establishing ongoing relationships. As a result, local school personnel should be informed of educational opportunities at the institution.*

2. *That informative or factual brochures or other appropriate printed materials on career opportunities and requirements are provided for prospective students and other interested persons.*

3. *That adequate provision is made for students to become acquainted with the institution's policies and practices relating to student life. These policies and practices include, but are not limited to, academic and social regulations, graduation requirements, provisions for changing enrollment status, availability of housing, and social activities. Students are provided with such information prior to enrollment or within the first term of enrollment.*

b. Appraisal of individual potential.

Guidelines: 5.6(1)b

The institution shall give evidence of the following:

1. *That testing services or alternative procedures are provided whereby students will have an opportunity to evaluate their potential for success in educational or occupational endeavors. Professionally prepared counselors shall assist students in interpreting that test data. (Cross reference to Section 5.3.)*

2. That the institution maintains accurate and functional records reflecting student background, achievements and potential. Data contained therein is utilized in a professional and discreet manner and subject to review by the individual at his or her request; and in keeping with current federal and state statutes regarding rights of privacy.

3. That criteria used for admission of students is in compliance with existing human and civil rights laws. Criteria used for admission must have demonstrated effectiveness for predicting the success of students in the program.

c. Consultation with students about their plans, progress and problems.

Guidelines: 5.6(1)c

The institution shall give evidence of the following:

1. That counseling personnel are available to assist all individuals in academic and career planning, and in making educational, personal, and social adjustments. Counseling personnel are expected to be available by assignment to each of the instructional divisions.

2. That the relative roles of counselors and faculty advisors are clearly delineated. If a faculty advising system is utilized by the institution, there is in-service education for the advisors.

3. That one member of the counseling staff is responsible for organizing and coordinating the program of counseling services. This individual shall be given adequate time commensurate with these responsibilities.

4. That student records are available to counseling staff to facilitate individualized assistance to students.

5. That where there are substantial numbers of students with unique needs, staffing or personnel reflects this awareness.

6. That provisions are made for students to receive consultation pertaining to health concerns.

d. Participation of students in activities that supplement classroom experiences.

Guidelines: 5.6(1)d

The institution shall give evidence of the following:

1. That students are provided with the opportunity to participate in special interest clubs and organizations, including those related to curricular areas.

2. That a variety of recreational, cultural, and social activities are provided to meet the needs of the student body.

3. *That students have the opportunity to participate in intercollegiate activities, which may include music events, speech and debating activities, vocational competency contests, athletics, and other areas of student life.*

4. *That at least one professional staff member is designated with responsibility to provide leadership and assistance to students in the development of the activities program.*

5. *That a student committee (which may include a staff advisor) is responsible for developing an annual budget for the expenditure of funds collected through the student activities fee, consistent with student needs and interests. This budget is submitted to the administration and board for approval.*

6. *That assessment of student reactions to various activities programs is an ongoing process with the results employed in determining future areas of interest.*

e. Regulation to provide an optimal climate for social and academic development.

Guidelines: 5.6(1)e

The institution shall provide evidence of the following:

1. *That an institution maintains a policy regarding the confidentiality of student records in keeping with federal and state statutes.*

2. *That there is a system of registration that officially enrolls students for classes, permits the regulation of class size, and makes possible the collection of demographic data. The system is designed to permit data to be provided for local, state, and federal levels. The registration process should merge into a system of student records whereby a student's academic progress is updated each term and maintained in an orderly fashion.*

3. *That the permanent record is designed to make possible the production of an adequate transcript. This transcript should be modeled after the standards set out in "an adequate transcript guide" adopted by the American Association of Collegiate Registrars and Admissions Officers.*

4. *That academic standards are developed, clearly stated, and made available to all students. These standards define what is satisfactory performance and what levels will lead to probationary status or suspension because of unsatisfactory performance. Readmission procedures and policies are clearly stated.*

5. *That the institution adopts and implements policies and procedures which facilitate the internal transfer of students from one program to another.*

6. *That there are rules and regulations, in addition to civil statutes, indicating appropriate student conduct while participating in activities sponsored by the institution.*

f. Services that facilitate area school attendance through a program of financial assistance, and facilitate transition to further education or employment.

Guidelines: 5.6(1)f

The institution shall provide evidence of the following:

1. *That there are financial aids services available for disseminating financial aids information and for assisting students in completing all necessary financial aid forms. The responsibility for administering this service resides with one staff member who is given adequate time and personnel to organize and coordinate the financial aids program. The financial aids officer is knowledgeable of and uses forms for student benefit loans, scholarships, part-time jobs, budget management, solicitation of funds, securing of government grants, and appropriate record keeping procedures. The institution must have policies and procedures which permit the monitoring of loan repayment and assignment for collection if it becomes necessary.*

2. *That there is an active placement service coordinated through student services. One member of the student services staff is given time commensurate with responsibilities to organize and coordinate the program. The responsibilities include assistance in obtaining appropriate employment for graduates and other students terminating their institutional training, for providing prospective employees with placement information, and for the development and articulation of follow-up studies. Responsibilities include other activities, such as assisting in the development of job seeking skills, and securing of part-time jobs.*

3. *That materials and personal assistance are available for students who wish to transfer to other instutions.*

g. Organization that provides for continuing articulation, evaluation and improvement of the student services program.

Guidelines: 5.6(1)g

The institution shall provide evidence of the following:

1. *That the primary responsibility for supervision of student services resides in a designated administrator. The responsibilities of this individual include: (A) employing qualified staff members; (B) utilizing innovative approaches that strengthen services to students; (C) procuring adequate resources to carry out student services functions; (D) establishing a staff development program for the professional growth of staff; (E) evaluating staff objectives in relation to institutional purposes and objectives; (F) stimulating effective program coordination and intra/inter-departmental and inter-divisional communications.*

2. *That the institution is actively engaged in the studies of its students. The gathering, analysis, and use of data regarding areas such as attrition, student characteristics, placement, follow-up, and enrollment trends are available to appropriate institutional personnel, the state department of public instruction, and other approved*

agencies as requested for the purpose of aiding institutional and/or state-wide planning, research, and study. One member of the student services staff is given time commensurate with responsibilities to coordinate this activity (unless the duties reside with another person in which such responsiblities are so designated).

3. *That articulation of the student services program is emphasized through effective staff relations and the development of good lines of communication with industrial and commercial enterprises, schools, and other agencies and groups within the community.*

4. *That the evaluation of student services programs is an ongoing process with a formal evaluation on at least an annual basis. In evaluating the student services program, consideration is given to: (A) the purposes of the program; (B) the criteria by which the success of the program will be judged. (C) the stated objectives of the institution; and (D) application and interpretation of the evaluation result. In addition, each student services chief administrator establishes a procedure for performance evaluation of all personnel. This procedure, while perhaps different in criteria and instrumentation, is nevertheless consistent with other evaluation policies of the institution.*

5. *That provision is made to allow for professional discussion and study among student services staff members, including the utilization of consultants for special areas of interest and need. Opportunities are available for a systematic review of professional literature and interpretation of local research data. In addition, opportunities are provided for student services staff members to attend appropriate professional conferences, and/or other workshops or seminars.*

6. *That provision is made by the student services division to make available additional services including, but not limited to, a student health service, housing assistance, and aid in solving transportation problems of students.*

5.7(280A) Laboratories, shops, equipment and supplies. Laboratories, shops, equipment and supplies comparable with that used in the occupations for which instruction is offered shall be provided in accordance with the conditions of the most recent state plan for vocational education. Similarly, college parallel courses shall be supported in a manner comparable to those conditions which prevail in standard, regionally accredited colleges and universities in which students may wish to transfer college credits.

Guidelines: 5.7

1. *All laboratories, shops, and equipment are designed, constructed, and operated in a manner consistent with the Iowa occupational safety and health act.*

2. *The square feet per student provided in laboratories and shops reflect consideration of the recommendations in the publication "Area Community College-Area Vocational School Construction Guidelines".*

5.8(280A) Physical plant. This site, buildings and equipment of the area school shall be well maintained and in good repair. A consistent plan of systematic maintenance shall be in evidence. The physical plant shall be adequate in size and properly equipped for the program offered and shall conform to chapter 104A of the Code. All remodeling of existing facilities shall comply with the "American Standard Specifications for Making Building and Facilities Accessible to and Usable by the Physically Handicapped".

Guidelines: 5.8

1. *The physical plant is designed, constructed and maintained in a manner consistent with the following:*

   Iowa Occupational Safety and Health Act
   State Fire Marshal Regulations
   State Health Department Regulations
   All state and/or federal energy conservation laws, guidelines, and acceptable architectural/engineering practices
   All state and/or federal environmental protection laws and/or guidelines
   American Standard Specification for Making Buidings and Facilities Accessible to and Usable by the Physically Handicapped (Applicable when federal monies are used for construction)
   Local county and/or city laws and regulations
   Public Law 93-112, Section 504
   Iowa State Building Code

2. *The sites, buildings and equipment of the area school are maintained in a safe, healthful, and pleasing appearance conducive to the educational process.*

3. *The security of the physical plant is maintained through appropriate use of exterior lighting and a system that will safeguard the school. The landscaping plan should give credence to security.*

5.9(280A) Building and site approval.

5.9(1) Site size. All sites for area schools shall be approved by the state board of public instruction. The minimum size for an area school site shall be 80 acres for the first 100,000 in total population in the merged area plus an additional 10 acres for each additional 25,000 in population or major portion thereof. Provided, however, that the state board of public instruction may waive said requirements for good cause shown.

5.9(2) Building plans. All building plans and specifications for construction shall be submitted to the state board of public instruction for review and approval of educational adequacy.

Guidelines: 5.9(1) and (2)

1. *The total area contained within all campuses owned by an area school shall be considered when applying Rule 5.9(1). Further, the maximum owned, excluding gifts, by an area school shall be 320 acres.*

2. *Preliminary plans (prepared by a registered architect or engineer) are submitted 30 days prior to date of state board meeting at which approval is requested.*

3. *Buildings that are purchased, created, or remodeled must be approved by the state board. In most cases, this is a two step process; preliminary and final approval of the plans for the building.*

5.9(3) Preliminary planning. Each merged area board shall present evidence of adequate planning along with the preliminary building plans and specifications. Preliminary planning includes tentative program approval, a master campus plan, written educational specifications, site plot showing location of proposed facilities, and existing facilities, elevations and floor plans, and specifications of materials.

5.9(4) Other governmental approval. After a tentative approval has been received from the state board of public instruction, evidence shall be submitted indicating the approval by the state fire marshal and by the state department of health, when required, before final approval will be made by the state board of public instruction.

5.9(5) Parking lots. All weather and adequately lighted parking lots of adequate size to accommodate the enrollment shall be included as part of the planned construction and shall include ramps on curbs to allow persons with mobility problems easy access to the building. Special parking spaces shall be provided for handicapped students.

5.9(6) Flexibility and expansion. Evidence shall be presented to show that flexibility and expansion of the proposed construction is possible.

5.9(7) Physically handicapped. The facilities planned shall be accessible to and functional for the physically handicapped and shall conform to chapter 104A of the Code.

5.9(8) Adequate facilities. All administrative facilities, classrooms, laboratories and related facilities shall be educationally adequate for the purpose for which they are designed.

Guideline: 5.9(3)

1. *Adequate planning is demonstrated through the submittal of: a master campus plan; written ed specs; site plan showing location of proposed and existing facilities, site utility system, parking, pedestrian and vehicular traffic flow, proposed uses by the community, area in square feet, square foot costs, total costs, source of revenue, and why the building is needed. This information should be submitted with the preliminary plans.*
2. *Preliminary planning is to include life cycle costing of the facility.*

Guideline: 5.9(4)

1. *Approval from all agencies having jurisdiction in the particular location is obtained and copies of the approvals are submitted to the DPI.*

Guideline: 5.9(5)

1. *Size of parking is determined by surveys conducted to determine number of autos on campus relative to full-time equivalent enrollment, headcount, or other meaningful parameters. The area should be lighted and accessible to the physically handicapped. Parking spaces for the handicapped should be at least 12 feet wide. Approximately an acre is required to park each 125 cars.*

Guideline: 5.9(6)

1. *Refer to Section III, part I of the publication, "Area Community College-Area Vocational School Construction Guidelines", page 9. The lighting and mechanical systems should be readily acceptable to change.*

Guideline: 5.9(7)

1. *Reference should be made to "American Standard Specifications of Making Buildings and Facilities Accessible to and Usable by the Physically Handicapped" and to the Iowa State Building Code.*

Guideline: 5.9(8)

1. *Refer to the publication, "Area Community College-Area Vocational School Construction Guidelines."*
2. *Education specifications for the necessary spaces should be written for each program to be housed in the structure.*

5.9(9) Air-Conditioning. All buildings may be air-conditioned, to accommodate year-round use of such facilities except for areas where air-conditioning is impractical.

5.9(10) Library or learning resource center. A library or learning resource center shall be planned as a part of the master campus plan and space made available for library or learning resource center services within the initial construction.

5.9(11) Student center. An area of the school plan shall be provided where students may gather informally and where food is available.

5.9(12) Nonreimbursable facilities. No facility intended primarily for events for which admission may be charged nor any facility specially designed for athletic or recreational activities other than physical education, shall be constructed with state appropriated funds.

5.10(280A) Approval procedures.

5.10(1) Procedures for first and second years of operation. Temporary approval of an area school for each of the first two years of operation shall be granted annually subject to approval by the state board of public instruction and the state board of regents upon certification by the state department of public instruction that said institution has followed prescribed procedures in getting started and that it gives promise of ultimate compliance with all standards contained herein.

During the second year of operation, the institution shall prepare a comprehensive self-study following the directions issued by the state department of public instruction.

5.10(2) Procedures after second year of operation.

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Guideline: 5.9(9)

1. *The conservation and use of energy are considered in the design of buildings and in the installation and operation of air-handling systems.*

Guideline: 5.9(10)

1. *Refer to "Administrative Rules for Area Vocational Schools and Community Colleges," pages*

Guideline: 5.9(11)

1. *This facility should be readily accessible to students, be of adequate size, and be aesthetically pleasing.*

Guideline: 5.9(12)

1. *Refer to Section 280.34, Code of Iowa, for the restrictions placed on certain funds.*

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a. During the third year of operation, the institution shall be vistied by a team of six or more evaluators equally representing the state board of public instruction and the state board of regents and chosen by the respective boards. The chairman of the team shall be selected by the state department of public instruction. The evaluators shall spend a minimum of two days at the institution visited.

b. The chairman of the evaluation team shall submit to the state board of public instruction and the state board of regents a report, together with the institution's self-study and pertinent supplementary materials. The report shall identify the institution's strengths and weaknesses on the basis of the state standards and shall provide a specific recommendation as to whether or not approval by the state board of public instruction and the state board of regents seems warranted. The superintendent of the institution shall have an opportunity to file supplementary statements or data. The state department of public instruction shall distribute copies of the report, the self-study any supplementary statements or data filed by the superintendent of the institution, and related materials to the members of the state board of public instruction and the state board of regents.

c. If, after the visit by the evaluation team, the institution is given full approval by the state board of public instruction and the state board of regents, its approval shall continue, ordinarily, for a period of at least ten years contingent upon evidence that the institution is making consistent efforts to strengthen the areas in which weaknesses were noted. To provide this evidence of progress, the institution shall submit by January 1, of each year, a report of what improvements have been made and what changes are planned for the next year. To supplement and verify this annual report, representatives of the state department of public instruction shall visit each institution at least one day each year. However, acting jointly, the state board of public instruction and the state board of regents have the discretionary authority to review the approval status of area schools and authorize such reports and evaluation visits as may be deemed necessary. On the basis of these reports and the visits of the evaluators, the state department of public instruction and the regent committee on educational relations acting

jointly, shall recommend to the state board of public instruction and the state board of regents whether or not an institution's approval should be continued or changed. At the termination of the approval period, representatives of the state department of public instruction and the state board of regents shall review the institution's strengths and weaknesses and authorize either another period of approval or a visit by an evaluation team. If an evaluation visit is authorized, it shall be preceded by a self-study.

d. If, after the visit by the evaluation team, the institution is granted provision approval by the state board of public instruction and the state board of regents, the institution shall be revisited annually as provided in 5.10(2), "c", and by an evluation team within three years after the last visit by an evaluation team to determine the extent to which the institution has made satisfactory progress in improving areas where weaknesses were noted.

On the basis of the evaluation team report, the state department of public instruction shall make a recommendation of approval status to the state board of public instruction and the state board of regents. The state board of public instruction and the state board of regents have the option of granting full approval, continue provisional approval, or denying approval.

"Provisional approval" shall mean that the institution's strengths are judged to be greater than the weaknesses [illegible] that there is a good possibility that the weaknesses can be corrected within three years or less.

5.11 (280A) Progress toward regional accreditation. Each area school that has not received accreditation by the regional association is expected to demonstrate that it is making annual progress toward meeting such accreditation.

5.12 (280A) Standards for area schools. All area schools are subject to the same standards with the exception that area vocational schools are not expected to offer a program equivalent to the first two years of baccalaureate college work including pre-professional education and provide the instructors, facilities and equipment for such college work.

DIVISION II
AREA SCHOOL ENERGY APPROPRIATION PROGRAM

5.20 Area school energy appropriation program. Applications for participation in the area school energy appropriation program to meet the increased costs of energy will be accepted for a two-year period beginning July 1, 1981, and ending June 30, 1983.

Applicants for participation in the area school energy appropriation program are area schools as identified in chapter 280A, The Code.

All applications for participation in the area school energy appropriation program shall be submitted by an area school to the department of public instruction.

This rule is intended to implement Acts of the Sixty-ninth General Assembly, Chapter 8, Section 8, subsection 10.

5.21 Application. Each area school application submitted to the department of public instruction shall include the following information to be supplied on forms distributed by the department.

5.21(1) *Certification.* A statement certifying that the area school has an energy conservation plan.

5.21(2) *Expansion of facilities.* Information providing an identification of new building utilization.

5.21(3) *Energy costs.* Information on energy costs identified for each fiscal quarter for the three-year period beginning July 1, 1980, and ending June 30, 1983.

This rule is intended to implement Acts of the Sixty-ninth General Assembly, Chapter 8, Section 8, subsection 10.

5.22 Criteria for allocating funds. The total amount from the area school energy appropriation program to be allocated to each area school shall be based on the following criteria.

5.22(1) *Increased energy costs.* The total increased energy costs for an area school in fiscal year 1982 (beginning July 1, 1981, and ending June 30, 1982) over the energy costs for fiscal year 1981 (beginning July 1, 1980, and ending June 30, 1981) for the first year of the 1981-1983 biennium. The total increased energy costs for an area school in fiscal year 1983 (beginning July 1, 1982, and ending June 30, 1983) over the energy costs for fiscal year 1982 (beginning July 1, 1981, and ending June 30, 1982) for the second year of the 1981-1983 biennium.

5.22(2) *Expansion of facilities.* The amount allocated to an area school that expands facilities during the 1981-1983 biennium shall include a determination for the expansion of facilities based on the following computation.

a. The average cost of energy per square foot for an area school for the fiscal year immediately preceding the fiscal year during which the facilities were expanded.

b. Multiplying the average cost of energy per square foot computed in 5.22(2) "a" by the total square feet of expanded facilities during the fiscal year prorated for the number of months of utilization of expanded facilities.

c. Subtracting the product obtained in 5.22(2) "b" from the total increased energy costs during the fiscal year when utilization of expanded facilities occurred.

5.22(3) The allocation for each fiscal year of the biennium for an area school shall be the increased energy costs for the fiscal year reduced by the determination calculated in 5.22(2), for area schools that expanded facilities during the fiscal year.

This rule is intended to implement Acts of the Sixty-ninth General Assembly, Chapter 8, Section 8, subsection 10.

5.23 Methods of disbursing allocation. The area school energy appropriation program shall be disbursed to participating area schools by the following method.

5.23(1) *Quarterly disbursements.* The department of public instruction shall disburse funds to area schools in quarterly payments of not more than $150,000 for each of the first three quarters of each fiscal year of the 1981-1983 biennium based on the allocation determined for each area school for the quarter. If total quarterly allocations for all area schools exceed $150,000, the amount to be disbursed to area schools shall be prorated.

5.23(2) *Annual adjustment.* The fourth quarter disbursement for each area school shall be adjusted according to the following procedure.

a. If the energy appropriation is insufficient to pay the total amount of area school allocations, the amount of such allocations that do not exceed an amount of increased energy costs for an area school of more than twenty percent above the average percent of increased energy costs for all area schools over the prior fiscal year shall be paid first and prorated equally if necessary.

b. If it is determined that sufficient funds are available to pay in full the portion of the energy allocation identified in 5.23(2) "a", the funds remaining in the energy appropriation shall be used to pay any area school allocation that exceeds an amount of increased energy costs of more than twenty percent above the average percent of increased energy costs for all area schools and prorated equally if necessary.

c. Any funds remaining in the energy appropriation after full payment of the allocation claims in 5.23(2) "a" and "b" shall be used to pay the amount of increased energy costs of area schools that were reduced in 5.22(2) for area schools that expanded facilities and prorated equally if funds are insufficient to pay the full cost.

This rule is intended to implement Acts of the Sixty-ninth General Assembly, Chapter 8, Section 8, subsection 10.

5.24 Due Process. An area school contesting the allocation of funds from the area school energy appropriation program by the department of public instruction based on these rules shall be required to state in writing the basis of the objection and also a request for an oral hearing to the superintendent of public instruction. The superintendent of public instruction shall appoint a three-member hearing panel consisting of administrative staff of the department and schedule a meeting within twenty days of receipt of the request giving written notice at least five days prior to the hearing, unless a shorter time is mutually agreeable. The hearing panel shall consider the evidence presented, including statements by the area school, and make written findings of its decision to the superintendent of public instruction within five days of the hearing, mailing a copy forthwith to the area school. The hearing panel decision shall be based on the above stated criteria.

This rule is intended to implement Acts of the Sixty-ninth General Assembly, Chapter 8, Section 8, subsection 10.

Rules 5.20(257) to 5.24(257) shall be rescinded on October 1, 1983.

[Filed 1/11/66, amended 10/5/66, 10/10/66, 4/17/67, 3/11/74]
[Filed 11/20/81, Notice 9/30/81—published 12/9/81, effective 1/13/82*]

APPENDIX A

Listed below is a cross reference to other chapters in the Code of Iowa referred to in Chapters 280A and 286A. Page numbers indicate where these portions of the statutes may be found in the Code of Iowa, 1981.

Chapter 17A	Administrative Procedure Act	pp. 65-75
Chapter 39-53	Elections and Officers	pp. 198-302
Section 43.17	Affidavit to Nomination Papers	p. 235
Section 47.2	County Commissioner of Elections	p. 253
Sections 49.3-49.6	Election Precincts through Power to Combine Townships and City Precincts	pp. 263-264
Section 49.53	Publication of Ballot and Notice	pp. 271-272
Section 50.27	Declaration of Election	p. 283
Section 69.12	Officers Elected to fill Vacancies - Tenure	p. 334
Chapter 74A	Interest Rates for Public Obligations and Assessments	pp. 341-343
Chapter 76	Maturity and Payment of Bonds	pp. 344-345
Chapter 258	Vocational Education	pp. 1300-1306
Section 277.1	Regular Election	p. 1364
Section 277.20	Canvassing Returns	p. 1365
Section 277.28	Oath Required	p. 1365
Section 277.29	Vacancies	p. 1366
Section 279	Directors - Powers and Duties	pp. 1368-1376
Section 279.9	Use of Tobacco	p. 1369
Chapter 291	President, Secretary, and Treasurer of Board	pp. 1412-1413
Section 291.2	Bonds of Secretary and Treasurer	p. 1412

APPENDIX B

THE FOLLOWING COMMON MASTER LIST OF GRADE SYMBOLS AND DEFINITIONS IS USED BY MERGED AREA SCHOOLS.

A	-	EXCELLENT
B	-	ABOVE AVERAGE
C	-	AVERAGE
D	-	BELOW AVERAGE
F	-	FAILURE
I	-	INCOMPLETE
W	-	WITHDREW
Y	-	WITHDREW PASSING
Z	-	WITHDREW FAILING
X	-	REPEAT
N	-	AUDIT
P	-	PASSING
Q	-	NO CREDIT/NO PASS
R	-	REQUIRED - NO CREDIT
T	-	CREDIT GRANTED BY TESTING
E	-	EXCUSED WITHOUT CREDIT
L	-	CREDIT GRANTED BY VIRTUE OF PRIOR EDUCATION OR OCCUPATIONAL EXPERIENCE

APPENDIX C

A POLICY ON STUDENT RESIDENCY STATUS FOR THE PURPOSE OF ESTABLISHING APPROPRIATE TUITION AND FEE CHARGES WITHIN IOWA AREA SCHOOLS

Section 1.

General. A person who has been admitted to an Iowa Area School shall be classified as a resident or as a non-resident for admission, tuition, and fee purposes. A person classified as a resident shall pay resident tuition costs. A person classified as a non-resident shall pay non-resident tuition costs.

Section 2.

Determination of Residency Status. The residency status of a student shall be determined on the basis of his domicile. The word "domicile" shall denote a person's true and fixed home and place of habitation. It is the place where a person intends to remain, and to which the person expects to return when the person leaves without intending to establish a new domicile elsewhere. The burden of proof of domicile shall be upon the student. Some of the various types of evidence that may serve as proof of a student's domicile in Iowa are: year-round residence, ownership of property, registration for and voting in state and local elections, filing a resident Iowa income tax return for the most recent calendar year, automobile registration, and rent receipts.

Section 3.

Residency of Minor Students. The domicile of a minor shall follow that of the parent with whom the minor resides except where emancipation of said minor can be proven. An unemancipated minor shall be classified as a resident if the parent or legal guardian has established a domicile within the State of Iowa. The word "parent" herein used shall include legal guardian or others in cases where the lawful custody of a minor has been awarded to persons other than actual parents.

A minor living with, being supported, and claimed as a dependent for tax purposes by a relative or a friend who is a resident of Iowa shall be granted resident status if the minor has lived with the relative or friend during the three years prior to high school graduation and has graduated from an Iowa high school.

The residency status of an emancipated minor shall be based upon the same qualifications established for a person having attained majority with the exception that age alone shall not prohibit the emancipated minor from meeting such qualification. The term "emancipated minor" shall mean a person who has not attained the age of eighteen years, and whose parents have entirely surrendered the right to the care, custody, and earnings of such person and who no longer are under any obligation to support or maintain such person.

Section 4.

Residency of Adult Students. A person who reaches the age of majority while his parents were residents of the state shall be classified as a resident. A person who is married under the age of eighteen shall be classified as a resident if the person's parents were residents of the state at the time such person was married and the person is not domiciled in another state. A person who has reached the age of majority shall be classified as a resident if the person has established a domicile within the State of Iowa at least ninety days prior to the opening day of the academic term for which the person enrolls.

Section 5.

Residency of Students Who Are Not Citizens of the United States. A person who is not a citizen of the United States may become eligible for classification as an Iowa resident for purposes of attendance at an area school provided that the person holds "permanent resident status" as classified by the Immigration and Naturalization Service, and the person can meet the criteria required to be classified as an Iowa resident in Section 2.

Section 6.

Residency of Federal Personnel and Dependents. A person who has moved into the State of Iowa as the result of military or civil orders from the federal government and the minor children of such a person are entitled to Iowa residency status.

Section 7.

Veterans Exemption. A military service veteran who was a resident of the State of Iowa prior to entering the service shall be classified as a resident if the veteran returns to Iowa upon separation from service and his separation papers are filed with the county recorder.

Section 8.

Reclassification of Residency Status. It is the responsibility of a student to request a reclassification of residency status. If a student is reclassified as a resident for tuition purposes, such classification shall be effective beginning with the next term for which the student enrolls. In no case shall reclassification to residency status be made retroactive for tuition and fee purposes, even though the student could have previously qualified for residency status had the student applied.

Section 9.

Appeal. The decision on the residency status of a student for admission, tuition, and fee purposes may be appealed to a review committee established by the area school. The finding of the review committee may be appealed to the area school's board of directors for a final decision.

PROCEDURES FOR THE IMPLEMENTATION OF THE UNIFORM RESIDENCY POLICY

The following guidelines shall be utilized for the purpose of determining the residency status of students (i.e., reclassification of non-resident students).

1. Students shall complete the appropriate "request for residency form" for classification as a resident of the State of Iowa, thereby establishing in-state tuition and fee charges (sample form on attached page).

2. Students shall submit the "request for residency form" to the appropriate school officials prior to registering for the academic term for which residency status is sought.

3. Students requesting residency status shall submit documentary evidence of an established domicile within the State of Iowa.*

   The student shall submit any three of the following:

   a. an Iowa drivers license
   b. an Iowa vehicle registration
   c. evidence of ownership of Iowa property
   d. an Iowa income tax return
   e. a voters registration card for the State of Iowa (by county)
   f. rent receipts for a habitation (house, apartment, etc.) in the State of Iowa (for 90 days prior to academic term for which residency status is sought).

4. Copies of the documentary evidence shall be attached to the "request for residency form".

5. Students will be notified as to the approval or denial of their request for residency status by the appropriate official prior to enrollment in the term for which residence status is sought.

6. The "request for residency form" and documentary evidence shall be filed in the student's permanent folder (registrar's file).

7. Notification of changes in residency status shall be made to the appropriate school official (action shall be taken to change computer records).

8. Students may appeal the denial of residency status to the standing residency review committee.

*Classification of residency status may be obtained by students who are not of majority age (at the time of application) through evidence submitted by the student's parent(s) or legal guardian(s).

REQUEST FOR RESIDENCY STATUS

Name: _____
(Last) (First) (Middle Initial)

Social Security Number: _____

Address: _____
(Street/No.) (City) (State)

Phone: _____

Date of Last Enrollment: _____/_____/_____
Day Month Year

I hereby state that I have established a permanent domicile in the State of Iowa and have resided in said domicile for at least ninety days. I also state that it is my intent to maintain a residence in the State of Iowa upon completion of my course of studies. In accordance, therefore, with proper procedures and submission of documented evidence of residency, I am requesting residency status classification for tuition and fee purposes.

_____
Signature of Applicant

- -

The student's application for residence status has been reviewed and the following action has been taken:

_____ request granted

_____ request denied

Reason for denial of request: _____

_____

_____
Signature of Official Title

____/____/____
Mo. Day Year

- -

Supporting documents include: (required only if request is granted)

_____ evidence of 90 days in Iowa (required)

_____ type of documented evidence:
- a. _____ rent receipts
- b. _____ tax receipts, ownership of property
- c. _____ voter registration
- d. _____ Iowa income tax return
- e. _____ Iowa vehicle registration
- f. _____ Iowa drivers license
- g. _____ other similar indicia

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APPENDIX D

MERGED AREA SCHOOL ARTICULATION AGREEMENT

1. Each area school shall develop and implement an internal articulation policy which defines the general education requirements and other courses which can be applied to the Associate in Arts or Associate in Science Degrees.

2. Each area school shall indicate on the transcripts of students transferring to another college which courses are acceptable toward an Associate in Arts or Associate in Science Degree under the sending area school's internal articulation policy. The manner of identifying such courses may be that which is most compatible with systems and procedures of each area college, and may include as simple a procedure as manually checking such courses on the transcript or be as elaborate as a course numbering or labeling system.

3. Each area school will honor the internal articulation policy of the other area colleges.

REGENT INSTITUTIONS

The Regents; Universities may accept up to sixteen (16) semester hours of credit earned in courses other than traditional college parallel courses which the sending area college accepts toward the Associate in Arts or Associate in Science Degrees.

Approved by the Area School Superintendents at the March 15, 1974 meeting of the Area School Superintendents.

APPENDIX E

The following BYLAWS are the regulations established for two year intercollegiate athletic programs in Iowa by the State Executive Committee for Area School Athletics. The Executive Committee is an eight member committee appointed by the State Board of Public Instruction for the purpose of establishing reasonable regulations for participation in intercollegiate athletic programs by two year post-secondary institutions.

BYLAWS

(August, 1979 Revision)

ARTICLE I - Definition of Terms

Region A - That geographic area which includes the State of Iowa and that area outside the State of Iowa within a 50-mile radius of the campuses of member institutions.

Region B - That geographic area that is not included in Region A.

Category A - An athlete graduating from or last attending high school in Region A.

Category B - An athlete graduating from or last attending a high school in Region B.

Intercollegiate Athletics - That level of competition whereby the teams fielded by a member institution follow all rules established by the NJCAA and the State Executive Committee.

Club Athletics - A level of competition normally considered to be at a less sophisticated level than intercollegiate. Student-athletes are not recruited to participate in athletics as a representative of the institution, rather all participants are "walk-ons" from the student body.

Additional clarification of intercollegiate, club, and intramural is provided in Article XIV of this document.

ARTICLE II - Financial Resources Available for Scholarships and Aids

Section 1: No monies from tax, tuition, state aid or any other general fund money may be used for scholarships and aids. The only money of such type that may be used would be the institution's matching amount of workstudy or other government aid programs or for work actually performed for the institution.

Unauthorized Sources

Federal Programs

Section 2: These Bylaws shall not be construed in such a manner to conflict with regulations of federal assistance programs.

Authorize. Sources

Section 3: The following resources are available for providing scholarships and aids to athletes:

a. Gate receipts for athletic events.

b. That portion of the agency and auxiliary fund monies appropriately credited to student admission fees to athletic events.

c. Outside sources such as money from organizations, trusts, donations, etc. This money must be given to the institution and handled in such a manner approved by the Board of Directors of the institution. Under no circumstances can money be given directly to students. All transactions of this type must be certified by the institution to the Executive Committee as of June 30 each year.

This certification must include all transactions within the fiscal year and shall be submitted within 30 days of the close of the fiscal year.

ARTICLE III - Report on Athletes

Sports on Assistance

Section 1: All athletes receiving athletic scholarships, athletic work aids and other work assistance from the college must be certified by the college to the Executive Committee as of June 30 of each year. The certification must be signed by the coach of the sport, athletic director, chief administrative officer of the college and the president of the board of directors. Said certification must include name of student, legal residence, sport(s), scholarship aid (both workstudy and other work aids including actual earnings, hourly wage and number of hours worked per week) and other aids received.

Certification

Section 2: The board of directors must officially approve the certification list and submit same to the Executive Committee within 30 days of the close of the fiscal year. At no time, may the total number of scholarships and other aids exceed the limits specified within these Bylaws.

ARTICLE IV - Regulations

Student Residence

Section 1: The category of residence for purposes of athletic participation is determined according to the following classifications:

Category A - Includes students who graduated from or last attended high schools in Region A.

Category B - Includes all students who graduated from or last attended high schools in Region B.

The category for an athlete receiving a G.E.D. certificate would be determined by the last high school of attendance. All students shall remain in the same category or residence for purposes of athletic participation unless changed through an application of the statewide uniform residency policy reported to the State Executive Committee for Area School Athletics.

Student Compensation

Section 2: Athletes may hold a scholarship and workstudy or other equivalent employment from the college. However, the monetary amount of direct employment with the institution cannot exceed the monetary value of workstudy employment.

Workstudy

Section 3: All athletes on workstudy must meet all federal and institutional requirements for such employment.

Reasonable Employment

Section 4: Athletes may engage in employment for which they receive no greater compensation and in which they perform and equal amount of work when considered with others in similar employment. In case of question, the Executive Committee may approve or disapprove work standards. An athlete may hold outside employment, not college connected, during the academic year and during the non-academic months, in addition to a scholarship or other aid received from the institution, but the athlete must give adequate amount of work for the money received.

Room and Board

Section 5: An athlete cannot receive room and board or funds to pay room and board from an outside source other than: parents, guardian, or from such other sources as may be approved by the college board of directors and the State Executive Committee for Area School Athletics, loan process, or legitimate work from the college or outside work. If a question arises, a student must certify he/she is not receiving money or gifts from an illegal source for room and board.

Notification of Students

Section 6: Prior to, or at the time of enrollment, it shall be the responsibility of the institution to adequately inform all students of the regulations concerning participation in athletics.

Student Eligibility

Section 7: All athletes must meet all eligibility requirements of the National Junior College Athletic Association. If an athlete becomes ineligible, drops or is dropped from the squad for discipline reasons, all athletic scholarship assistance is automatically terminated at the end of the quarter or semester. However, the athlete may become eligible for reinstatement of the scholarship for the following quarter or semester if the reason for ineligibility is removed.

ARTICLE V - Scholarships

Section 1: An institution's responsibilty for its intercollegiate athletic program shall include responsibility for the acts of an independent agency, organization or individual is promoting the college's athletic program.

Section 2: A scholarship which consists of the legitimate cost of resident tuition, fees not to exceed $90 per year, and books not to exceed $150 per year, may be awarded to said athlete, providing he/she participates in the sport(s) for which the scholarship was awarded. Validation of the legitimacy of said costs will be made by the college to the State Executive Committee for Area School Athletics through the prescribed financial aids reporting process. The total value of the tuition and fees cost portion of a scholarship may be awarded in full or in part, and may include the excess cost of non-resident tuition. Any unused tuition scholarship monies may not be awarded for fees and books, and similarly, any unused scholarship monies for fees and books may not be awarded for tuition. The total value of the books cost portion of a scholarship may not be parceled out to more than one student; however, said recipient may or may not be the recipient of a tuition and fees award. In no case will the collective total value of all such awards in a particular sport exceed the total legitimate dollar value of scholarships permitted for said sport. Scholarships cannot be banked from one school year to the next.

Section 3: When an individual's athletic ability is not taken into consideration in any degree in awarding any type of scholarship, then the sport or sports in which the individual participates shall not be assessed the amount of aid the individual receives.

Section 4: An additional form shall be established to list athletes that compete in more than one sport. Each institution shall list these athletes by name and designate the distribution of scholarship funds assessed to each sport.

ARTICLE VI - Certification of Squad and Schedule

Certification Required

Section 1: Squad membership will be certified at least two days prior to the first scheduled contest in each sport by each institution to the Executive Committee and only athletes on the certified squad list may represent the institution in athletic participation.

Section 2: A schedule of athletic contest shall be certified at least two days prior to the first scheduled contest in each sport by each institution to the State Executive Committee. In no instance may the number of contests played exceed limits specified in these Bylaws.

Section 3: The regional directors will furnish each athletic director a copy of the eligibility lists for all participating teams within the region as soon as possible. Squad certification lists will be made available from the secretary of the State Executive Committee for Area School Athletics to each participating school. Coaches will exchange certified lists before each contest, noting Category B athletes eligible to participate in said contest. If a college certifies to the State Executive for Area School Athletics a number of Category B athletes (not in excess of the number allowed) for a sport, a coach need not exchange a certified list prior to each contest in that sport.

ARTICLE VII - Team Sport Limitations

REGULATORY FACTOR	SPORTS (Men-Women)							
	BASEBALL	SOFTBALL	BASKETBALL	FOOTBALL	GOLF	TENNIS	TRACK	VOLLEYBALL	WRESTLING
	M-W	M-W	M-W	M-W	M-W	M-W	M-W	M-W	M-W
Maximum Number of Scholarships	9	10	18	2	2	5	4	8	
Maximum Number of Team Contests Per Season	20*	30	10	14*	14*	-	20*	15*	
Maximum Number of Team Contests Per Season with Non-Regional Opponents	8*	8	4	5*	5*	-	6*	-	
Maximum No. of Category "B" Athletes Certificable For Any One Contest	10	6	18	2	2	10	3	6	
Maximum Number of Players Traveling Squad For Any One Contest	24	15	44	6	12	22	15	12	
Reserve Team Play Permitted	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	
Maximum No. of Tournaments Per Season Other than NJCAA Champ. Tourn. Series	-	-	-	-	-	-	-	-	
Max. No. of Post Season Games**	-	-	1	-	-	-	-	-	
Maximum Number of Reserved Team Contests Per Season	-	12	5	-	-	0	12	-	
Maximum Number of Players on a Reserve Team Traveling Squad	24	15	44	6	12	22	15	12	
Minimum No. of Varsity Athletes That Must Be Held Out of a Reserve Team	-	7	22	-	-	-	-	-	

*Indicates Maximum number of dates of team competition per season. Multiple contests are permitted on each date and different participation rosters may be submitted for each contest.

**Must be N.J.C.A.A. approved.

ARTICLE VIII - Compliance

Any alleged violation of any section of these Bylaws shall be addressed, in writing, signed by the superintendent, athletic director and coach to the Chairman of the Executive Committee. The Chairman will then refer the allegation to the affected Superintendent (President) who will be asked to conduct an investigation and file a written report of his findings to the Chairman of the State Executive Committee in a timely manner (within 10 days).

ARTICLE IX - Penalties

Institutional Penalty

Section 1: An institution found to be in violation of any regulation or participation restriction shall be subject to the following procedures and penalties at the discretion of the Executive Committee.

A. Procedure

1. The institution in question shall have the opportunity to appear before the Executive Committee for the purpose of a hearing regarding the alleged infraction. The request for such a hearing may be made by either the Executive Committee or the involved institution.

2. The Executive Committee shall make the final determination as to the innocence or guilt of the case in question.

If an institution is determined to be guilty of an infraction, the Executive Committee shall impose one or more of the following penalties. It is assumed that the severity of the penalty will be directly related to the nature of the infraction. In all such cases, the Executive Committee shall determine the beginning and ending dates of the penalty period and the appropriate penalty (penalties).

B. Penalty Options

1. A general warning to the involved campus and/or center.

2. Campus and/or center probationary status for a 12-month period in the sport in which the violation occurred.

*3. Campus and/or center probationary status for a 12-month period and elimination from the Conference Championship in the sport in which the violation occurred.

4. A reduction in the number of scholarships and/or reduction in the number of contests for a 12-month period in the sport in which the violation occurred by an involved campus and/or center.

5. The extension of any and/or all of the above penalties to all competitive sports by the campus and/or center in violation of the regulations contained in the Bylaws of the Executive Committee.

Athlete Penalty

Section 2: Any athlete violating any regulation must be immediately suspended from all sports activity for the institution and a report made immediately to the Executive Committee stipulating the violation and the action by the institution. The Executive Committee may approve such action of the institution or indicate the action to be taken by the institution.

ARTICLE X - Assessment

Amount of Assessment

Section 1: An amount up to fifty dollars ($50.00) shall be assessed annually against all member institutions, however, all or part of the assessment may be waived for any one year upon action taken by the Executive Committee.

ARTICLE XI - Private Colleges

Section 1: Private two-year colleges will be invited by the Chairman of the Executive Committee to file a letter of compliance with these Bylaws on a timely basis after they have been ratified by the Area Schools.

Section 2: Prior to submitting the letter of compliance, a private college will be expected to make contact with the Chairman of the Executive Committee for the purpose of establishing the applicable Region A. It is intended that this Region reflect historical patterns of enrollment for the private colleges rather than an arbitrary restriction to the State of Iowa.

*Must also be approved by the Iowa Athletic and Activity Association of Community and Junior Colleges.

Section 3: It is not intended that Article II, Section 1, or the concept of non-resident tuition in Article V, Section 2, be applicable to private colleges.

ARTICLE XII - Implementation

These Bylaws, as revised shall be in force when ratified by a majority of the Area Schools participating in intercollegiate athletics.

ARTICLE XIII - Procedure for Dissolution Disposition of Assets

Section 1: At such time as the Executive Council is disbanded, the fiscal assets of the Executive Committee shall be distributed to the nonprofit Area Community College Athletic Association or its successor.

ARTICLE XIV - The following points serve to further define the meaning of the Club, Intramural, and Intercollegiate participation for the purposes of the interpretation of these Bylaws. If, in any instance, these defining statements conflict with the aforementioned articles, the previous articles of the Bylaws shall prevail.

CLUB TEAM

No eligibility required

If a member of NJCAA, must have filed proper forms with regional director and offices of NJCAA stating that this is a club team

May play teams from other colleges--club, intercollegiate, J.V.

May use paid officials

May have paid coach

May enter tourneys with other club teams

Participants must be either full-time or part-time students

May not participate part of the year in club activities and then request change so that team may enter championship play

Must pay dues to State Executive Committee if an area school or if a private 2-year college member

Must file all proper forms with State Executive Committee

INTRAMURAL TEAMS

Teams of students that are organized on campus and play only teams from the same campus or, in the case of multiple centers, teams from other centers only

No eligibility requirements

Participants must be either full-time or part-time students

May not compete with teams from other colleges

May use paid officials

May have uniforms

No dues required by the State Executive Committee

INTERCOLLEGIATE

Follow all rules of NJCAA and State Executive Committee governing intercollegiate athletics

Must pay dues to State Executive Committee if an area school or if a private 2-year college member

APPENDIX F

ADMINISTRATIVE RULES: IOWA INDUSTRIAL START-UP TRAINING PROGRAM

670—27.1(257) Iowa Industrial Start-up Training Program. Applications for participation in the Iowa industrial start-up training program to assist the state in attracting and retaining industries will be accepted for a two-year period ending June 30, 1981.

Applications for participation in the Iowa Industrial Start-up Training program are limited to employers that are creating "primary income jobs" for new employees. "Primary income jobs" are those jobs that bring new money into the state in the agricultural industry, manufacturing industry, mining industry, and the warehousing industry.

All applications for participation in the Iowa industrial start-up training program shall be submitted by the employer to the industrial development division of the Iowa Devevelopment Commission for determination if the proposed application involves "primary income jobs." Applications determined to include 'primary income jobs' and to meet the program criteria shall be submitted by the Iowa Development Commission to the Department of Public Instruction.

670—27.2(257) Training. Training resultant from all applications approved for participation in the Iowa Industrial Start-up Training program shall be conducted by merged area schools with reimbursement available from the Department of Public Instruction through funds from the Iowa Industrial Start-up Training program.

670—27.3(257) Advisory Committee. An advisory committee of the Iowa Industrial Start-up Training program shall be established and the membership of the committee shall include one representative from the Iowa Development Commission appointed by the director, one representative of the Office for Planning and Programming appointed by the director, and one representative from the Department of Public Instruction appointed by the state superintendent

670—27.4(257) Criteria. The following criteria will be applied in evaluating all applications.

27.4(1) Type of Client. All industries receive consideration with the highest priority to labor intensive industries.

27.4(2) Priority of Projects. Priority shall be given to applications that do not displace currently employed Iowans.

27.4(3) Size of project. A minimum of twenty new jobs for any one employer and a minimum of ten new jobs in any one job classification.

27.4(4) Smaller projects. Smaller projects may be accepted but will receive a lower priority.

27.4(5) Training Supplies and Instructional Materials. Special supplies and materials that are required in the production of the specific item manufactured shall not be included as an allowable expense to be paid from the Iowa Industrial Start-up Training program funds.

27.4(6) Allowances. Living allowance to trainees shall not be included as an allowable expense to be paid from the Iowa Industrial Start-up Training program funds.

27.4(7) Type of Industry. Projects submitted by a manufacturing industry shall receive the highers priority.

27.4(8) Trainees. Job Service of Iowa, the employer and the merged area school shall cooperate in identifying potential trainees. The merged area school conducting the training shall have the final responsibility for admission of trainees to the training program.

670—27.5(257) Due Process. An employer contesting the devision of the Department of Public Instruction based on these rules shall be required to state in writing the basis of the objection and also a request for an oral hearing to the Superintendent of Public Instruction. The Superintendent of Public Instruction shall appoint and schedule a meeting of a three-member hearing panel within twenty days of receipt of such materials giving written notice at least five days prior to said hearing, unless a shorter time is mutually agreeable. The hearing panel shall consider the evidence presented, including statements by the employer, and make written findings of its decision to the Superintendent of Public Instruction within five days of the hearing, mailing a copy forthwith to the employer. The hearing panel decision shall be based on the above-stated criteria.

This rule is intended to implement Acts of the Sixty-e. .th General Assembly, chapter 13, section 7, subsection 3, paragraph "c".

(Filed emergency 10/19/79—published 11/14/79, effective 10/19/79)

APPENDIX G

*College Level Examinations Program Acceptance Agreement

1. CLEP credits shall be recorded on academic transcripts in a manner that makes them clearly recognizable as credits earned by examination as opposed to resident coursework. (If possible, the type of exam should be noted on the transcripts.)

2. CLEP credits should not be granted if they duplicate credits for courses already taken.

3. CLEP subject exams shall have no maximum credit limitation except as may be imposed by the institution.

4. A maximum of 30 s.h. shall be allowed for CLEP general exams. (6 s.h. per exam maximum.)

5. For the CLEP general exams, the 60 %ile (sophomore norms) shall be established as the minimum score for degree credit award.

6. For the CLEP subject exams, the 50 %ile (norms of people who have taken the course) shall be established as the minimum score for degree credit award.

7. All public-supported institutions shall accept for transfer, CLEP credit granted in accordance with the preceding 6 steps providing transcript also shows no less that 12 s.h. (18 q.h.) of regular resident credit earned.

*Approved: Regent Committee on Educational Relations, December 10, 1979. Area College Superintendents, March 26, 1980, via a tele-network meeting.

APPENDIX H

Student Record Retention Policies

Each area school shall adhear to the following student record retention policies:

1. The official academic transcript record of enrollment credit earned by a student at the institution shall be retained by that institution in perpetuity after a student's last enrollment at that institution.

2. All student records documents which are used to create, update, and support the accuracy of the official academic transcript shall be retained for at least two (2) years after a student's last enrollment at that institution. These documents may then be destroyed in the manner most convenient to each school: shredding, burning, or burial. However, all appropriate pending requests to review student records documents shall be honored prior to their destruction.

3. At the next earliest possible date following adoption of this rule, each area school shall publish in its catalog its student record retention policy. This shall constitute sufficient responsibility for notification to the student.

4. Sixty (60) days following publication of the catalog containing the record retention notification to the student, area schools may begin destruction of student record documents whose retention period is satisfied.

5. These policies, upon adoption as a rule, replace all individual area school policies in existence previous thereto.

Ref: Approved by merged area school superintendents on February 3, 1977.

APPENDIX I

IOWA COMMUNITY COLLEGE/REGENTS ARTICULATION AGREEMENT

It is understood that the following requirements will be met by all students transferring with an Associate in Arts degree from an Iowa Community College to any one of the three Regents institutions in Iowa, i.e., Iowa State University, University of Iowa, University of Northern Iowa:

1. The Associate in Arts degree will include a minimum of 60 semester (90 quarter) hours of courses designed and acceptable for transfer, with the understanding that 16 semester (24 quarter) hours of vocational courses could be included in the total.

2. General education courses are defined as those courses which are created to broaden student knowledge in the arts and sciences. Forty semester (60 quarter) hours of transfer credit will be required within the following general divisions:

   a. Communications - 8 semester (12 quarter) hours
   b. Humanities - 8 semester (12 quarter) hours
   c. Math and/or Science - 8 semester (12 quarter) hours
   d. Social Science - 8 semester (12 quarter) hours
   e. Distributed requirement - 8 semester (12 quarter) hours will be taken from among the above four divisions.

3. The remaining 20 semester (30 quarter) hours will be taken from arts and sciences electives designed and acceptable for transfer, with the understanding that 16 semester (24 quarter) hours of vocational courses could be taken.

4. Each student transferring an Associate in Arts degree to a Regent institution must have maintained a minimum cumulative grade point average of 2.0 on all courses acceptable for transfer.

5. It is understood that where a Foreign Language is required a student must meet this requirement either at the community college or the Regent institution of intended transfer.

6. Having fulfilled the above requirements, each student transferring with an Associate in Arts degree to a Regent institution will have met the general education requirements for the college of liberal arts or its equivalent.

7. All community college students satisfying the above requirements will be granted a waiver for freshman and sophomore level general

education courses and will be enrolled at junior level status in the college of liberal arts or its equivalent at the Regent institution of intended transfer.

8. Students not completing the Associate in Arts degree could be admitted to any one of the three universities; however, this admittance would require a course by course evaluation of the students' transcript.

9. A yearly review of this initial agreement will be conducted by the following:

    a. Dean of Arts & Sciences - Community Colleges
    b. Dean of Liberal Arts - Regent Institutions
    c. Dean of Student Services - Community Colleges
    d. Director of Admissions - Regent Institutions

    The aftorementioned representatives of each community college and Regent institution will meet yearly to evaluate this articulation agreement. The president of the community college Deans and Directors Association will initiate this meeting each spring.

10. Implementation of this agreement is set for the Fall of 1981 contingent upon approval of all cooperating institutions.

APPENDIX J

MERGED AREA SUPERINTENDENTS' ASSOCIATION: ETHICS STATEMENT

STUDENT ADMISSIONS GUIDELINES

The following student admissions guidelines are hereby formally adopted by the Merged Area Superintendents' Association as those which shall be considered as ethical practices by any and all personnel who officially represent one of the Iowa Area Colleges in the admission of prospective full and/or part-time students. Said guidelines shall remain in force until such time as the aforementioned association takes official action to alter or discontinue same. Through the adoption of these guidelines, each of the chief administrative officers of Iowa's fifteen merged areas pledges to support the basic practices herein prescribed and to direct his/her staff members to operate within said guidelines.

I. GENERAL PROVISIONS

Believing in the philosophy and provisions outlined in the Statement of Principles in Admissions and Recruitment as developed by the American Association of Collegiate Registrars and Admissions Officers, the College Board, the National Association of College Admissions Counselors and the National Association of Secondary School Principals, the Merged Area Superintendents' Association hereby adopts those statements as a means of providing general directions to area college admissions personnel in the performance of duties related to:

a. Admissions promotion and recruitment
b. Application procedures
c. Financial assistance
d. Advanced standing students and the awarding of credit

II. SPECIFIC PROVISIONS

Being knowledgeable of and believing in the basic philosophy and intended purposes of the statewide system of area colleges provided for in Chapter 280A of the Code of Iowa, and further believing that uncontrolled competition for students among the fifteen merged area institutions will lead to a weakening of this statewide system as well as the public and political support thereof, the members of the Merged Area Superintendents' Association hereby additionally subscribe to the following provisions as they related to instate student admission practices.

A. The development and operation of educational programs designed to serve the citizens of a particular merged area and the admission of local students (students residing within said merged area) shall be the prerogative of each local board and administration operating within the Code, Departmental Rules and Section I of these guidelines.

B. It is expected that in meeting the admissions aspect of the aforementioned prerogative (item A above) extensive utilization of the news media (newspaper, radio or television) will be exercised within the following restraints:

1. The primary service area for the involved news media shall be closely compatible with the local merged area boundaries or shall service a larger region of which the local merged area is an important part.

2. Admissions items carried therein and over which the area college has control will be directed toward and primarily intended for the purpose of keeping the local merged area residents informed of educational opportunities available within said merged area.

C. It is also expected that each local merged area will develop and distribute printed as well as audio-visual materials to be used in promoting the educational opportunities offered by and through the local area college. The development and distribution of any such materials will be primarily directed toward serving the residents of said local merged area.

D. It is further expected that each local area college will employ one or more full and/or part-time staff member(s) whose duties and responsibilities include the admission of students into eudcational programs operated by said college. Again, any admissions efforts of those college staff members, be they the mailing and/or distributional methods of materials, personal letters, telephone contacts, billboards, news media advertisements or personal contacts with individual or groups shall, be primarily directed toward the residents of said local merged area.

E. If, during the admissions process, a representative from an area college encounters prospective students whose interests cannot be met within said merged area, the college representative will adivse those individuals of the location of the nearest area college which can meet those interests and shall also inform the student services director of that institution of said interest. In this process, names and addresses of prospective students should be provided.

III. EXCEPTIONS TO SPECIAL PROVISIONS AS OUTLINED IN ITEM II PRECEDING:

Being ever aware of the uniquenesses which exist within and between the fifteen area colleges which comprise the Iowa area school system, the wide variation in educational needs of the residents of any and all merged areas, the diversities in the capabilities of each merged area to meet all of the educational needs of its residents, the necessity to approach certain educational needs from a broader base than that of a merged area, as well as a realization that unusual circumstances dictate exceptions to all rules; the membership of the Merged Area Superintendents' Association hereby adopt the following circumstances as being justifiable reasons for exclusion from the aforementioned special provisions (item II).

A. Any direct official invitation, either written or verbal to present recruitment materials or make a recruitment visit from an educational institution, other agency or group outside of the local merged area may be properly accepted.

B. Any direct individual inquiry relating to the availability of educational opportunities received by an area school staff member from a person residing outside said merged area may be pursued without restrictions.

C. Any area school may present informational materials and actively seek prospective students from another area for a specific program which is not operational in the local merged area.

D. There shall be no restrictions placed on an individual area college as to the distribution of materials which promotes higher education in general, the comprehensive community college philosophy or the statewide network of area schools.

E. Two or more area colleges may join forces in publicizing and actively seeking prospective students throughout the combined merged areas for jointly-sponsored programs.

F. Any area college which operates within its own merged area, the only program of its kind among the area colleges may dispense information and actively seek students on a statewide basis for said program.

G. And finally, recognizing that the admission of a limited number of individuals highly skilled in the elements of a particular extra-curricular activity (music, drama, athletics, etc.) is a fact of life, and that certain restraints on the admission of same has already been established by other control groups, no further restraints are herein provided other than:

   1. A pledge of support to the continuation of reasonable regulations by those control groups.

ERIC Clearinghouse for Junior Colleges
96 Powell Library Building
University of California
Los Angeles, California 90024

OCT 1 1982